



AGENDA
PLANNING COMMISSION
 Tuesday May 25, 2021 – 5:30 PM
 City Council Chamber, 125 E Avenue B

1. ROLL CALL

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Richardson | <input type="checkbox"/> Gamber | <input type="checkbox"/> Inskeep |
| <input type="checkbox"/> Leuenberger | <input type="checkbox"/> Hickman | <input type="checkbox"/> Roberts-Ropp |
| <input type="checkbox"/> Calhoun (Vice Chair) | <input type="checkbox"/> Peterson | <input type="checkbox"/> Swearer (Chair) |

2. APPROVAL OF MINUTES – Meeting of May 11, 2021

3. CORRESPONDENCE & STAFF REPORTS – Motion to accept correspondence and staff reports into the official record.

4. PUBLIC HEARINGS - None

5. NEW BUSINESS

a. Study Session: Language Amendment

Request to review multiple language amendment proposals.
(Staff Representative: Ryan Hvitløk, Director of Planning & Development)

6. UPCOMING CASES

a. June 8, 2021

1. Potential Study Session: Language Amendments

7. ADMINISTRATIVE CASES

- a. SIT21-000001** – Industrial Building Expansion (Pending)
- b. SIT21-000002** – Self-Service Storage Buildings (Pending)
- c. SIT21-000003** – Self-Service Storage Building (Pending)

8. COUNCIL ACTION ON CASES

- a. SDF21-000002** – SW Bricktown No 1 Addition (Approved)
- b. SDF21-000003** – Meadowlark Dunes Addition (Approved)

9. OPEN COMMENTS FROM THE AUDIENCE (Please limit comments to five minutes.)

10. ANNOUNCEMENTS

11. ADJOURNMENT

Staff Contacts:	Ryan Hvitløk	620-694-2681	Vacant	620-259-4198
	Amy Allison	620-694-2638	Vacant	620-259-4134
	Charlene Mosier	620-259-4133	Vacant	620-694-2667

1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Rod Calhoun (7/7), Jon Richardson (7/7), Logan Leuenberger (6/7), Robert Hickman (6/7), Darryl Peterson (3/7), Dave Inskeep (5/6) and Jackson Swearer (7/7) (Chair). Valerie Roberts-Ropp (1/7), and Jane Gamber (6/7) were absent.

Planning Staff present were Ryan Hvitløk, 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 April 27, 2021 meeting were approved on a motion by Inskeep, seconded by Leuenberger, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARING – None.

5. NEW BUSINESS

a. SDP21-000002 – SW Bricktown No. 1 Preliminary Plat

Request for preliminary plat approval to re-plat lots, located at 401 W 1st Avenue and 19 N Madison Street (Lots 103, 105, 107 and 109, First Avenue West of the Original Town Plat), as Lot 1, Block A of the SW Bricktown No 1 Addition.

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

The applicant was in attendance.

Allison presented the staff report and analysis for SW Bricktown No. 1 Preliminary Plat to replat lots located at 401 W 1st Avenue and 19 N Madison Street (Lots 103, 105, 107 and 109, First Avenue West of the Original Town Plat) as Lot 1, Block A of the SW Bricktown No. 1 Addition.

The property is designated as C-1 Office Commercial District. The property owner is Gaw LLC. Alpha Land Surveys Inc. is the applicant. A map and photos of the area were shown.

Swearer asked the applicant for his presentation.

Raymond Bretton, Alpha Land Surveys, said the owner wanted to enlarge the parking lot and needed to combine the properties into one lot. Previously a house was located on the property at 19 N Madison St and it has been demolished.

There were no comments from the audience.

Staff recommended approval of the preliminary plat.

Motion by Calhoun, seconded by Richardson to recommend approval of preliminary plat #SDP21-000002 for SW Bricktown No 1 located at 401 W 1st Ave and 19 N Madison St (Lots 103, 105, 107 and 109, First Avenue West of the Original town Plat) to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations. The motion passed with the following vote: Yes – Richardson, Calhoun, Leuenberger, Hickman, Inskeep, Peterson, Swearer.

b. SDF21-000002 – SW Bricktown No. 1 Final Plat

Request for final plat approval to re-plate lots located at 401 W 1st Avenue and 19 N Madison Street (Lots 103, 105, 107, and 109, First Avenue West of the Original town Plat), as Lot 1, Block A of the SW Bricktown No. 1 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 SW Bricktown No. 1 Final Plat located at 401 W 1st Avenue and 19 N Madison Street (Lots 103, 105, 107 and 109, First Avenue West of the Original Town Plat, as Lot 1, Block A of the SW Bricktown. The property owner is Gaw LLC. Raymond Bretton, Alpha Land Surveys, Inc., is the applicant. The zoning is C-1 Office Commercial District. The Comprehensive Plan Designation is Commercial.

There were no comments from the audience.

Staff recommended approval of the final plat with the following conditions:

Staff-Recommended Conditions of Approval for SDF21-000002 SW Bricktown No. 1 Replat, Final Plat:

1. Signed and Notarized Mylar. A signed and notarized mylar shall be provided to the City a minimum of 7 days prior to placing this item on the City Council agenda.

2. Check for Recording Fee. A check made payable to the "Reno County Register of Deeds" shall be provided within 7 days prior to the desired City Council meeting for consideration of the Final Plat. The check should equal all required fees to record the final plat (\$32.00).

A motion was made by Richardson, seconded by Leuenberger, to recommend approval with conditions of final plat SDF21-000002 for SW Bricktown No. 1 located at 401 W 1st Avenue and 19 N Madison Street (Lots 103, 105, 107 and 109, First Avenue West of the Original Town Plat), to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations and pursuant to the staff-recommend conditions of approval. The motion passed with the following vote: Yes - Richardson, Calhoun, Leuenberger, Hickman, Inskeep, Peterson, Swearer.

The City Council will consider this item on May 18, 2021.

c. SDP21-000003 – Meadowlark Dunes Preliminary Plat

Request for preliminary plat approval to re-plat lots located at 4509 Winged Foot Drive (Lots 14 and a part of Lot 13, Block B, Spyglass Hills Addition), as Lot 1, Block A of the Meadowlark Dunes Addition.

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

Allison presented the staff report and analysis for Meadowlark Dunes Preliminary Plat to replat lots located at 4509 Winged Foot Drive (Lots 14 and a part of Lot 13, Block B, Spyglass Hills Addition), as Lot 1, Block A of the Meadowlark Dunes Addition.

The property is zoned R-3 Moderate Density Residential and the Comprehensive Plan Designation is Low Density Residential. The property owner is Brandon R Mahoney Rev Trust. Alpha Land Surveys, Inc. is the applicant. The utilities will be moved out of the current easement. There is no sidewalk installed along this property. A map and photos of the area were shown. The Spyglass Hills Design Review Committee approved removal of the sidewalk easement.

Swearer asked the applicant for his presentation.

Raymond Bretton, Alpha Land Surveys, applicant, said they are eliminating the current easement and creating a new easement so the property owner can construct a garage.

There were no comments from the audience.

Swearer asked for staff recommendation.

Staff recommended approval of the preliminary plat.

Motion by Leuenberger, seconded by Calhoun to recommend approval of preliminary plat #SDP21-000003 for Meadowlark Dunes located at 4509 Winged Foot Drive (Lot 14 & Part of Lot 13, Block B, Spyglass Hills Addition), to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations. The motion passed with the following vote: Yes – Richardson, Calhoun, Leuenberger, Hickman, Inskip, Peterson, Swearer.

d. SDF21-000003 – Meadowlark Dunes Final Plat

Request for final plat approval to re-plat lots, located at 4509 Winged Foot Drive (Lots 14 and a part of Lot 13, Block B, Spyglass Hills Addition), as Lot 1, Block A of the Meadowlark Dunes 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 Meadowlark Dunes Final Plat to replat lots located at 4509 Winged Foot Drive (Lots 14 and a part of Lot 13, Block B, Spyglass Hills Addition), as Lot 1, Block A of the Meadowlark Dunes Addition.

The property is zoned R-3 Moderate Density Residential and the Comprehensive Plan Designation is Low Density Residential. The property owner is Brandon R Mahoney Rev Trust. Alpha Land Surveys, Inc. is the applicant. A map and photos of the area were shown. The plat is compliant with all subdivision regulations. The new easement will be located along the west property line.

Swearer asked the applicant for his presentation.

Raymond Bretton, Alpha Land Surveys, said he had no further comments.

There were no comments from the audience.

Staff recommended approval of the final plat with the following conditions:

Staff-Recommended Conditions of Approval for SDF21-000003 Meadowlark Dunes Replat, Final Plat:

1. Signed and Notarized Mylar. A signed and notarized mylar shall be provided to the City a minimum of 7 days prior to placing this item on the City Council agenda.
2. Check for Recording Fee. A check made payable to the "Reno County Register of Deeds" shall be provided within 7 days prior to the desired City Council meeting

for consideration of the Final Plat. The check should equal all required fees to record the final plat (\$32.00).

Motion by Richardson, seconded by Peterson to recommend approval of final plat #SDP21-000003 for Meadowlark Dunes located at 4509 Winged Foot Drive (Lot 14 & Part of Lot 13, Block B, Spyglass Hills Addition), to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations. The motion passed with the following vote: Yes – Richardson, Calhoun, Leuenberger, Hickman, Inskeep, Peterson, Swearer.

6. UPCOMING CASES

a. May 25, 2021

1. Language Amendments

Hvitlok said the proposed language change will be reviewed at the next meeting. This will be a review pertaining to accessory garages and storage buildings. This review was requested by the Board of Zoning Appeals at the last meeting after a public hearing for a garage location variance.

7. ADMINISTRATIVE CASES

- a. SIT21-000001 – Industrial Building Expansion (Pending)
- b. SIT21-000002 – Self-Service Storage Buildings (Pending)
- c. PL21-000001 – Cargill Truck Parking Lot Expansion (Approved)
- d. SIT21-000003 – Self-Service Storage Building (Pending)

8. COUNCIL ACTION ON CASES

- a. SDF21-000004 – Minor Plat (Approved)
- b. SDP21-000004 – Minor Plat (Approved)

9. OPEN COMMENTS FROM THE AUDIENCE

a. None.

10. ANNOUNCEMENTS

a. None

11. ADJOURNMENT - The meeting adjourned at 5:51 p.m.

Respectfully Submitted,

Charlene Mosier
Planning Technician

Approved this day of 2021

Attest: _____

DRAFT



**Planning Commission Staff
Report**

Public Hearing: June 22, 2021

DATE: May 19, 2021

TO: Hutchinson Planning Commission

FROM: Ryan Hvitløk, AICP
Director of Planning & Development

THROUGH: Jeff Cantrell
City Manager

**SUBJECT: STUDY SESSION:
Residential Accessory Structure Location**

FOR MEETING: May 25, 2021

REQUEST:

Request for Planning Commission study session to review proposed text changes to allow for accessory structures in front of a principal structure with design requirements.

Staff Recommendation:

Staff recommends proceeding with amendments to the regulations pertaining to the allowance of accessory structures in front of a principal structure with design requirements.

Motion:

Motion to direct staff to (proceed / modify and proceed / not proceed) with amendments to the Zoning Regulations pertaining to the location of accessory structures.

BACKGROUND:

The Board of Zoning Appeals has heard two recent variance requests to allow for an accessory structure to be in front of the principal structure on a property. The Board denied one variance request and the second one is pending as of the date of this report. In denying the variance, the Board asked staff to study the issue of permitting accessory structures to be in front of the principal structure on a property.

ANALYSIS:

The intent of accessory structures is that they are subordinate to the principal building on a parcel. Currently Section 27-503 of the Zoning Ordinance allows placing accessory structures associated with residential development in front of the principal building with an Administrative Adjustment and the following requirements:

- Property is at least 3 acres in area.
- Meets the minimum setbacks of the zoning district.
- Constructed of wood or other elements typically associated with residential construction.

An administrative adjustment allows comments from neighbors on the proposed construction and the requirements of the administrative adjustment further the intent that an accessory structure should not be the dominant feature of a property. Staff recommends removing the 3-acre requirement, which would allow for an accessory structure in front of the principal structure if the accessory structure meets all the required setbacks, including front yard setback, and is constructed of materials typically associated with residential construction. This proposal would allow properties

that have a home not built to the front setback line to have an accessory structure between the plane of the front wall and the front setback line.

NEXT STEPS:

The following tentative schedule is proposed.

May 25, 2021 – Study Session

June 22, 2021 – Public Hearing

July 6, 2021 – City Council Adoption



**Planning Commission Staff
Report**

Public Hearing: June 22, 2021

DATE: May 19, 2021

TO: Hutchinson Planning Commission

FROM: Ryan Hvitløk, AICP
Director of Planning & Development

THROUGH: Jeff Cantrell
City Manager

**SUBJECT: STUDY SESSION:
Gravel Parking and Drive Aisles in Commercial Zoning Districts**

FOR MEETING: May 25, 2021

REQUEST:

Request for Planning Commission study session to discuss changing the parking pavement requirements.

Staff Recommendation:

Staff recommends not proceeding with amendments to the regulations pertaining to the allowance of gravel paved parking lots and drive aisles in commercial zoning districts.

Motion:

Motion to direct staff to (proceed / modify and proceed / not proceed) with amendments to the Zoning Regulations pertaining to paving standards for commercial parking lots.

BACKGROUND:

The Board of Zoning Appeals heard a recent variance request to gravel for expanded drive aisles on a commercially zoned property that currently has gravel parking. The Board denied the variance request. In denying the variance, the Board asked staff to study the issue of allowing for gravel parking for commercially zoned properties that already have gravel parking.

ANALYSIS:

Gravel parking has been prohibited for commercial zoned properties since 2011. The intent behind prohibiting gravel in commercial areas is an aesthetic and maintenance issue. Gravel can be dusty and be tracked out on to the City's right of way, especially in higher traffic volumes that commercial businesses generate. Furthermore, gravel can be an issue in winter weather where the material is difficult to clear of ice and snow. In 2019, the ordinance was amended to allow for existing businesses with gravel or unpaved would be allowed to pave with millings and slurry seal rather than concrete or asphalt as required for new construction. Staff would be opposed to any expansion of gravel parking in commercial zones.