



1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jane Gamber (1/1), Jackson Swearer (1/1), Robert Hickman (1/1), Rod Calhoun (1/1), Valerie Roberts-Ropp (1/1), Logan Leuenberger (1/1) and Jon Richardson (1/1) (Chair). Darryl Peterson (0/1) was absent.

Planning Staff present were Ryan Hvitlæk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Tech.

2. APPROVAL OF MINUTES

The minutes of the December 15, 2020 meeting were approved on a motion by Calhoun, seconded by Gamber, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARING

a. **None.**

5. NEW BUSINESS

a. SDP20-000003 – Grace Arbor Preliminary Plat

Request for preliminary plat approval to re-plat lots, located at 207, 215, & 217 E 11th Avenue (Lot 7, 8, 9, 10, 11 and 12, Block 3 of the Hutchinson Investment Company's Ninth Addition and Lots 1 and 2, Block 10 of the D.B. Miller's Addition), as Lot 1, 2, and 3, Block A of the Grace Arbor Addition.

The applicant was not in attendance and the commission agreed to move forward with the case.

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

Steve Dechant was in the audience and said he was interested in the reason for creating this subdivision but he had no comments.

Allison presented the staff report and analysis for the Grace Arbor Preliminary Plat located at 207, 215, & 217 E 11th Avenue. The property owners are Christopher and Carolyn Harper Irrevocable Trust; David R and Cindy P Clark; and Larry D and Karen L Hase Trust. Raymond Bretton, Alpha Land Surveys, Inc. is the applicant. The zoning is R-6 Residential Infill District. A map of the of the area was shown. The owners of Lot 7 and 8 asked about selling a portion of their property; however the lots were located in two subdivisions. The lots needed to be consolidated and this re- plat will create a clean title description. Staff provided an analysis of the subdivision requirements. The survey shows a five foot public utility

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easement along the south property line which requires approval from the Planning Commission. The preliminary plat meets all Subdivision requirements.

Calhoun asked if this situation continues to the east or west of these properties. Staff said it does not.

There were no comments from the audience.

Richardson asked for the staff recommendation. Allison said staff recommendation is approval.

Richardson closed the hearing and asked for a motion.

Calhoun made a motion to recommend approval of preliminary plat #SDP20-000003 for Grace Arbor Preliminary Plat located at 207, 215, & 217 E 11th Avenue (Lots 7-12, Block 3 of the Hutchinson Investments Co 9th Addition and a portion of Lot 1-2, Block 10 of the D.B. Miller's Addition), based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations. The motion was seconded by Swearer, passed with the following vote: Yes – Hickman, Leuenberger, Roberts-Ropp, Gamber, Swearer, Calhoun, Richardson.

b. SDF20-000003 – Grace Arbor Final Plat

Request for final plat approval to re-plat lots, located at 207, 215 & 217 E 11th Avenue (Lot 7-12, Block 3 of the Hutchinson Investment Co 9th Addition and a portion of Lot 1-2, Block 10 of the D.B. Miller's Addition), as Lot 1, 2 & 3, Block A of the Grace Arbor Addition.

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

The applicant was not in attendance.

Allison presented the staff report and analysis for the Grace Arbor Addition located at 207, 215, & 217 E 11th Avenue. The property owners are Christopher and Carolyn Harper Irrevocable Trust; David R and Cindy P Clark; and Larry D and Karen L Hase Trust. Raymond Bretton, Alpha Land Surveys, Inc. is the applicant. The zoning is R-6 Residential Infill District. The Comprehensive Plan Designation is High Density.

Staff-Recommended Conditions of Approval for SDF20-000003: Grace Arbor 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) and the access agreement (\$21.00 for the 1st page and \$17.00 for each additional page).

There were no comments from the audience.

Richardson asked for a motion.

Leuenberger made a motion to recommend approval with conditions of final plat SDF20-000003 for Grace Arbor Addition located at 207, 215, & 217 E 11th Avenue (Lots 7-12, Block 3 of the Hutchinson Investment Co 9th Addition and a portion of Lots 1- 2, Block 10 of the D.B. Miller's Addition), to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations and pursuant to the staff-recommended conditions of approval. The motion was seconded by Calhoun and passed with the following vote: Yes – Hickman, Gamber, Leuenberger, Calhoun, Roberts-Ropp, Swearer, Richardson.

The City Council will hear this case on January 19, 2021.

c. Election of Officers

• Chair

Motion by Calhoun seconded by Richardson to nominate Swearer as Chair, passed with unanimous vote.

• Vice-Chair

Motion by Gamber seconded by Leuenberger to nominate Calhoun as Vice-Chair, pass with unanimous vote.

6. UPCOMING CASES

a. January 26, 2021

- SDF20-000002 – Woodland Park Townhomes Final Plat
- 2020 Annual Report

7. ADMINISTRATIVE CASES

- SIT20-000006 – Fuel Station (Approved). (4th Ave and Plum)
- SIT20-000007 – Multi-Unit Living (12 Duplexes) (Pending)
- LS20-000004 – Residential/Commercial Lot Split (Pending) (30th Ave and Apple Lane)
- LS20-000005 - Commercial Lot Split (Pending)

8. COUNCIL ACTION ON CASES

- CPA20-000002 – Manor Drive Rezone (Approved)
- ZA20-000005 – Manor Drive Rezone (Approved)
- SDP20-000004 – Minor Plat Residential (Approved)
- SDF20-000004 – Minor Plat Residential (Approved)

9. OPEN COMMENTS FROM THE AUDIENCE – No comments were received.

10. ANNOUNCEMENTS

- a. Hvitløk said new Floodplain maps go into effect January 29, 2021 and a possible variance could be forthcoming.

11. ADJOURNMENT - The meeting adjourned at 5:54 p.m.

Respectfully Submitted,

Charlene Mosier
Planning Technician

Approved this 9th day of February 2021

Attest: 

Ryan Hvitløk, AICP
Director of Planning & Development