



**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jackson Swearer (2/2), Logan Leuenberger (2/2), Darryl Peterson (2/2), Terry Bisbee (2/2), Jane Gamber (1/2), Valerie Roberts-Ropp (1/2), and Jon Richardson (2/2) (Chair). Brock Wells (0/2) was absent.

Planning Staff present were Ryan Hvitløk, Director of Planning & Development; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

**2. APPROVAL OF MINUTES**

The minutes of the January 14, 2020 meeting were approved on a motion by Bisbee, seconded by Leuenberger, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

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

**4. STUDY SESSION**

- a. SA19-000001 Minor Plats, Lot Splits and Lot Line Adjustments

Hvitløk gave an overview of the amendment and said this is a final review of the proposed language amending the Minor Plat, Lot Split and adding Lot Line Adjustment regulations to the Hutchinson Subdivision Regulations, Sections 9-401.D., and Article V of Chapter 9 of City Code.

Reno County reviewed and had some concerns regarding recording of documents and some changes were made. Efforts are being made to streamline the development process. The proposed ordinance would permit administrative review and approval of minor plats, lot splits and lot line adjustments similar to other cities in Kansas.

**Standard Conditions Required for Minor Plat, Lot Split or Lot Line Adjustment:**

- No new public infrastructure
- All lots and structures shall meet lot and building requirements
- Require recorded access or frontage to a public street
- Will not result in significant increases nor interfere with existing service levels
- Existing easements will not require modification
- Not located in SFHA
- Consistent with City's Comprehensive Plan
- Conform with Kansas Minimum Standards for Boundary Surveys
- Current on all real estate taxes and special assessments
- Lot cannot have been previously divided through an administrative process

**Minor Plat:**

- No more than 5 lots from a previously platted parcel
- Removal of existing platted setback lines
- Consolidation of up to 3 previously platted lots into no more than 2 lots

**Requirements of Minor Plat:**

- No more than 5 lots
- Conform to State Minimum Standards for Boundary Surveys
- Consistent with any conditions imposed on the previously platted subdivision
- Meet minimum lot size, building height, and setback requirements
- Meet all stormwater management standards
- Easements are not vacated, added, relocated, or removed
- Water and sewer services will not be adversely impacted
- Existing well and septic must meet all setback and area requirements
- No public infrastructure needed to serve the lots
- Real estate taxes and special assessments are not delinquent

**Application Requirements (besides fees and forms):**

- Scaled drawings by a licensed land surveyor
- Certificate that all taxes and special assessments due and payable have been paid

**Approval Process:**

- Submit application and materials to Planning & Development Department
- DRC reviews and provides comments
- If DRC has no comments, Director of Planning and Development approves minor plat and signs
- Plat is placed on next City Council consent agenda for Mayor to approve and sign
- City records minor plat with Register of Deeds

**Lot split:**

- Division of property into no more than 2 tracts

**Requirements for Lot Split:**

- Lots are platted or exempt from platting
- Meet lot and building standards
- Easements are not vacated, added, relocated, or removed
- Water and sewer not adversely impacted
- Existing septic and wells meet all setback and area requirements
- Property not subject to previous lot split

**Application Requirements (besides fees and forms):**

- Drawing from licensed land surveyor
- Legal descriptions of new lots

**Approval Process:**

- DRC
- Director of Planning and Development
- Recording with Register of Deeds

**Lot Line Adjustment:**

- Adjustment of the lot line between any two platted lots

**Requirements:**

- Platted or exempt from patting
- Each adjusted lot meets lot size and setback requirements
- Utility easements are not vacated, added, relocated, or removed
- No additional lots created
- No easements are added, relocated, or removed

**Application Requirements (besides fees and forms)**

- Drawing from licensed land surveyor
- Legal descriptions of new lots

**Approval Process:**

- DRC
- Director of Planning & Development
- Recording with Register of Deeds

Discussion ensued. Swearer asked why property can only be split once with a lot split. Hvitlæk said it prevents someone from circumventing the system and is common procedure and language.

Motion by Swearer, seconded by Bisbee, to recommend approval of Subdivision Amendment #SA19-000001 to amend Section 9-401.D. Concurrent Submittals, and Article V. Minor Plats, Lot Splits, and Lot Line Adjustments of the Hutchinson Subdivision Regulations. The motion passed with the following vote: Yes – Leuenberger, Gamber, Peterson, Bisbee, Swearer, Richardson.

Roberts-Ropp arrived at 5:50 p.m.

**5. PUBLIC HEARING**

- a. None.

**6. NEW BUSINESS**

- a. 2019 Annual Report

Hvitlæk reviewed the 2019 Planning and Development Annual Report that was included in the agenda packet. Accomplishments included adoption of revised accessory garage and carport regulations, adoption of new public notice requirements, all planners becoming AICP certified, and the hiring of a new director.

Development Activity, Housing and Neighborhood accomplishments were reviewed as well as programs for Brush Up Hutch!, Down Payment Match, 0% Interest Home Loan, and NRP. Other Planning Department projects include ESG for BrightHouse, the Landlord/Tenant Handbook, and Historic Preservation including Main Street Projects of the Burt and Stevens Buildings.

The Tactical Urbanism Community Foundation Grant was discussed. It is about placemaking in various locations in Hutchinson experimenting with temporary projects before making them permanent. This project can include seating areas and planter boxes in the Midtown and Farmington Park neighborhoods and a bike crossing from the State Fairgrounds to Washington St. Closing an area along Main Street for events such National Night out may also be examined.

A motion by Leuenberger, seconded by Peterson, to recommend approval to the City Council of the 2019 Planning & Development Annual Report, passed unanimously.

**7. UPCOMING CASES**

- a. February 25, 2020  
ZA19-000009 Sign Code Amendments public hearing

**8. ADMINISTRATIVE CASES**

- a. ADJ20-000001 – Superior Boiler Accessory Structure Setback (Approved).

**9. COUNCIL ACTION ON CASES**

- a. CPA19-000005 - 925 W 4<sup>th</sup> Ave (Denied)
- b. ZA19-000008 - 925 W 4<sup>th</sup> Ave (Denied)

**10. OPEN COMMENTS FROM THE AUDIENCE**

- a. None.

**11. ANNOUNCEMENTS**

- a. None.

**12. ADJOURNMENT** - The meeting adjourned at 6:30 p.m.

Respectfully Submitted

Charlene Mosier, Planning Technician  
Approved this 25<sup>th</sup> day of Feb 2020

Attest:   
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Ryan Hvitløk, AICP  
Director of Planning & Development