

HAYS AREA PLANNING COMMISSION MEETING AGENDA
CITY COMMISSION CHAMBERS
1507 MAIN, HAYS, KS
JUNE 3, 2014
6:30 P.M.

1. CALL TO ORDER BY CHAIRMAN.

2. CONSENT AGENDA.

A. Minutes of the regular meeting of April 21, 2014

Action: Consider approving the minutes of the 4/21/14 meeting

3. PUBLIC HEARING ITEMS.

A. None

4. NON-PUBLIC HEARING ITEMS.

A. Reorganization of the Planning Commission

1. Appoint Chairman
2. Appoint Vice-Chairman
3. Appoint Secretary

B. Zoning Regulation Rewrite - Presentation by Kendig Keast Collaborative to introduce the project including the schedule, scope, public engagement strategy, and process

5. OFF AGENDA ITEMS/COMMUNICATIONS.

A. City Commission action and planning and development updates on Planning Commission related issue

B. Other

6. ADJOURNMENT:

If you will be unable to attend please contact the Planning, Inspection and Enforcement office at 785- 628-7310. Thank you. Any person with a disability and needing special accommodations to attend this meeting should contact the Planning, Inspection and Enforcement office (785-628-7310) 48 hours prior to the scheduled meeting time. Every attempt will be made to accommodate any requests for assistance.

**DRAFT
HAYS AREA PLANNING COMMISSION
CITY HALL IN COMMISSION CHAMBERS
APRIL 21, 2014
MINUTES
6:30 P.M.**

1. CALL TO ORDER: The Hays Area Planning Commission met in regular session on Monday, April 21, 2014 at 6:30 p.m. in Commission Chambers at City Hall. Chairman Larry Gould declared that a quorum was present and called the meeting to order.

Roll Call:

Present:

Larry Gould
Lou Caplan
Jim Fouts
Tom Denning
Jake Glover
Travis Rickford
Matthew Wheeler

Absent:

Paul Phillips
Pam Rein

City Staff in attendance: I.D. Creech, Director of Public Works, Jesse Rohr, Superintendent of Planning, Inspection and Enforcement, and Linda Bixenman, Administrative Assistant.

2. MINUTES: The minutes from the February 17, 2014 meeting were approved by consensus. There were no corrections or additions to those minutes.

3. (A) UPDATE ON KENDIG KEAST COLLABORATIVE FOR REWRITE OF ZONING REGULATIONS: Jesse Rohr reported that on April 10, 2014, the City Commission authorized the City Manager to enter into a contract not to exceed \$150,000.00 with Kendig Keast Collaborative, of Sugar Land, Texas to provide the professional services for the rewrite of the Zoning and Subdivision Regulations as recommended by the Hays Area Planning Commission.

The selection committee interviewed three of what they thought were the best of the nine proposals submitted for the project. Those interviewed were RDG (Omaha), Clarion Associates LLC (Denver), and Kendig Keast Collaborative (Sugar Land, Texas). The committee recommended Kendig Keast Collaborative to the Planning Commission.

The consultant will provide a strategic assessment and annotated outline of the process of the project. There will be on-line coverage of the project as well as opportunity for comments from the public. It will be a 14 month process.

Included in the agenda packet was a document provided by the consultant that consisted of the summary of the firm, outline process, and schedule. The first step will be several joint meetings with the City Commission and Planning Commission to affirm that this is what they are looking for. The follow-up meetings will be with the focus groups and meetings for the general public.

He explained that it is likely there will be different zoning districts than what we have now. They offer supplemental services that include training and a process to make sure the regulations work as intended. There will be a Development Guide Book that will include a summary of the regulations. There will be an on-line PDF version of the applications if the supplemental services are chosen.

Lou Caplan asked that the Hays Area Board of Zoning be invited to the meetings. Jesse Rohr answered that the Hays Area Board of Zoning would be invited to the meetings.

Lou Caplan asked if there will be any anticipated changes for the Hays Area Board of Zoning. Jesse Rohr answered that there may be a combination of the Board of Zoning and Planning Commission to oversee the variance cases since there should be fewer variance requests with a good set of regulations.

Larry Gould asked about the references. Jesse Rohr answered that the firm had good references. Among them were Sioux City and the City of Durango that recently adopted new zoning regulations under their professional services. The City of Durango plans to use them for other projects. The consultants provide a strategic assessment and annotated outline before the final draft of the zoning regulations. They provided the outline presented to Sioux City for reference.

Travis Rickford, who assisted in the interview process, stated that it was apparent the consultant had done their background work in respect to the Comprehensive Plan. Jesse Rohr added that they had done their homework on the city's current zoning and subdivision regulations.

Matthew Wheeler, who also assisted in the interview process, explained that he liked that there will be a deadline for comments for each section.

Larry Gould requested a copy of the Sioux City outline be available to the Planning Commissioners for reference. One would be available on-line or copied to an e-mail.

Chairman Gould emphasized the importance to differentiate the regulatory puzzle side and to know the values of the City. He suggested that the downtown area be distinguished differently because of the historical value to point out that this

designation may not work in other areas of the City. He also pointed out the importance of the Comprehensive Plan as the guide.

He suggested volunteers from the Planning Commission to be on the committee as a liaison to the Planning Commission.

He asked John Bird if he had any comments on this subject. John Bird answered that he was satisfied with the contract; through the negotiations, the city and consultant understood their role.

Larry Gould emphasized again the importance to distinguish the regulatory puzzle side of it and know the values of the city. There will be new opportunities and tools. He believes the public will appreciate it.

3. (B) DISTRIBUTION AND REVIEW OF IPAD USAGE FOR AGENDAS: Jesse Rohr distributed the iPads to the Planning Commission members to use to view the materials of the agenda packets for the meetings. Two members are using their personal devices. He explained that they will be notified when the agenda packets become available on-line thru the city web page.

He handed out the instructions to set up the software application that read/mark-up pdf files. He also handed out the city policy for using city-owned devices.

Larry Gould stated that the iPads were a good investment.

3. (C) UPCOMING TRAINING OPPORTUNITIES: Jesse Rohr explained that there are funds budgeted for training opportunities. He invited the members to the annual Kansas Chapter American Planning Association Conference on October 2 and 3rd. All expenses associated with the conference would be paid through the travel and training fund.

Larry Gould pointed out that the iPads would provide access to the on-line American Planning Association materials. He suggested other training opportunities such as webinars to allow members to access on their own time. He asked if the city had a consultant from the APA. Jesse Rohr answered that the city does not have a consultant.

Jesse Rohr stated that there may be some training sessions with the Kendig Keast consultant and other.

4. (A) CITY COMMISSION ACTION AND PLANNING AND DEVELOPMENT UPDATES ON PLANNING COMMISSION RELATES ISSUES: Jesse Rohr reported on the updates:

Stage 2 Water Warning: On February 27, 2014, the City Commission declared a Stage 2 Water Warning.

Delegation of Authority – Private Water Wells: On April 9, 2014, the City Commission, at their request, received authority by the Chief Engineer of the Kansas Department of Agriculture Division of Water Resources to require private domestic well owners within the City Limits of Hays to comply with the water conservation measures as identified by the City's water conservation plan. On March 27, 2014 the City Commission approved to work with the Division of Water Resources for Delegation of Authority for private wells to be in compliance with regulations in "Warning" and "Emergency" stages.

Adopt Amendments to the Landscaping & Irrigation Plans: On March 27, 2014, the City Commission adopted the changes to the landscape regulations recommended by the Planning Commission, (Buffer on location of sprinkler heads, caps on total amount of irrigated areas, and limitations on certain types of vegetation that require a lot of water).

Larry Gould asked if there had been any input from citizens. Jesse Rohr stated that the City had mailed out informational letters to those customers that are in the top 15% of high water usage.

Adopt portions of IAPMO 2012 Green Plumbing & Mechanical Code Supplement: On March 27, 2014, the City Commission adopted portions of the IAPMO 2012 Green Plumbing & Mechanical Code Supplement that is associated with water conservation recommended by city staff and the Building Trades Board (water savings appliances will be required in new construction and remodels).

2014 Street Maintenance – Award of Bids: On February 27, 2014 the City Commission awarded the bids to the respective contractors for the 2014 Street Maintenance projects.

Geist Addition – Annexation, Plat and Rezoning: On March 13, 2014 the City Commission approved the annexation, plat and rezoning for the Geist Addition at 22nd Street and Canterbury Drive. There is a state office building under construction for the Department of Children and Family on one of the lots.

4. (B) OTHER:

Doonan Truck Sales: Jesse Rohr reported that Doonan Truck Sales have a building under construction at 1980 W 55th Street.

Sky West Airlines Service Effective August 1, 2014 at Hays Regional Airport: Jake Glover asked when Sky West Airlines will be providing service to the City of Hays. I.D. Creech, Director of Public Works stated they can book their tickets now. The new airline service will begin at the Hays Regional Airport on August 1, 2014. The contact would be United Express Airlines.

Hays Regional Airport Terminal Renovation and Expansion: I.D. Creech explained the funding part for the renovation and expansion of the airport terminal project at the Hays

Regional Airport. There is an AIP grant for the eligible expenses. There will be notice to proceed in June, 2014.

Environmental Assessment for Jet Service: I.D. Creech explained that on Friday, April 11, 2014 was a public hearing on the environmental assessment for jet service.

Wheatland Ave at 22nd Street Closed: Jesse Rohr stated that Wheatland Avenue south of 22nd Street is closed temporarily to construct the street and curb and gutter. The sanitary sewer was just completed. There are three lots zoned for single family and 3 lots zoned for two-family.

Reconstruction of 41st Street: Jesse Rohr explained the construction is currently on the west end of the 41st Street reconstruction project.

Convention Center: Larry Gould stated that the Director of Economic Development is close to bringing a proposed plan forward to be considered for the convention center on a Community Improvement District.

Hobby Lobby – 3300 Vine St: Jesse Rohr explained that the middle portion of the building at 3300 Vine is being remodeled for the new Hobby Lobby store.

Qdoba, Mattress Sales, Discount Liquor, and Branch Bank Office: Jesse Rohr stated that there is a building under construction at 3310 Vine for the above.

5. ADJOURNMENT:

Adjournment: Chairman Larry Gould adjourned the meeting at 7:49 p.m.

Submitted by: Linda K. Bixenman, Administrative Assistant
Planning, Inspection and Enforcement