

**HAYS AREA PLANNING COMMISSION MEETING AGENDA  
CITY COMMISSION CHAMBERS  
1507 MAIN, HAYS, KS  
JUNE 16, 2014  
6:30 P.M.**

**1. CALL TO ORDER BY CHAIRMAN.**

**2. CONSENT AGENDA.**

A. Minutes of the regular meeting of June 3, 2014

*Action: Consider approving the minutes of the 6/3/14 meeting*

**3. PUBLIC HEARING ITEMS.**

A. None

**4. NON-PUBLIC HEARING ITEMS.**

A. Portable Shipping Containers – Consider draft of proposed regulations

*Action: Consider and provide a recommendation on the proposed changes to Ord. Sec. 11-134 and 11-135 pertaining to the regulation of Shipping Containers as permanent storage units.*

B. Zoning Regulations Rewrite – Update on the rewrite of the Zoning & Subdivision Regulations Project

*Action: No action necessary – Staff will provide an update of the project.*

**5. OFF AGENDA ITEMS/COMMUNICATIONS.**

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

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  
JUNE 3, 2014  
MINUTES  
6:30 P.M.**

**1. CALL TO ORDER BY CHAIRMAN:** The Hays Area Planning Commission met on Monday, June 3, 2014 at 6:30 p.m. in Commission Chambers at City Hall. This meeting was scheduled at a different date than the regularly scheduled meeting date. Vice-Chairman Lou Caplan declared that a quorum was present and called the meeting to order.

**Roll Call:**

**Present:**

Lou Caplan  
Pam Rein  
Tom Denning  
Jake Glover  
Travis Rickford  
Matthew Wheeler  
Justin McClung  
Kris Munsch

**Absent:**

Paul Phillips

City Staff in attendance: Toby Dougherty, City Manager, John Braun, Assistant Director of Public Works, Jesse Rohr, Superintendent of Planning, Inspection and Enforcement, and Linda Bixenman, Administrative Assistant of Planning, Inspection and Enforcement.

**2. CONSENT AGENDA:**

**A. Minutes:** Pam Rein moved, Travis Rickford seconded to approve the minutes from the April 21, 2014 meeting. There were no corrections or additions to those minutes.

Vote: AYES

Lou Caplan  
Pam Rein  
Tom Denning  
Jake Glover  
Travis Rickford  
Matthew Wheeler  
Justin McClung  
Kris Munsch

**3. PUBLIC HEARING ITEMS:**

**A. None.**

**4. NON-PUBLIC HEARING ITEMS:**

**A. Reorganization of the Planning Commission:**

**1. Appoint Chairman:** Pam Rein moved, Travis Rickford seconded to recommend Paul Phillips as the Chairman of the Hays Area Planning Commission.

Vote: AYES

Lou Caplan  
Pam Rein  
Tom Denning  
Jake Glover  
Travis Rickford  
Matthew Wheeler  
Justin McClung  
Kris Munsch

**2. Appoint Vice-Chairman:** Jake Glover moved, Pam Rein seconded to recommend Lou Caplan as the Vice-Chairman of the Hays Area Planning Commission.

Vote: AYES

Lou Caplan  
Pam Rein  
Tom Denning  
Jake Glover  
Travis Rickford  
Matthew Wheeler  
Justin McClung  
Kris Munsch

**3. Appoint Secretary:** Travis Rickford moved, Jake Glover seconded to recommend Pam Rein as the Secretary of the Hays Area Planning Commission.

Vote: AYES

Lou Caplan  
Pam Rein  
Tom Denning  
Jake Glover

Travis Rickford  
Matthew Wheeler  
Justin McClung  
Kris Munsch

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

Jesse Rohr introduced Matt Bucchin and Jessica Duet, Associates of Kendig Keast Collaborative, explaining that they will be providing the professional services for the rewrite of the zoning and subdivision regulations. The consultants had scheduled sessions for input from community focus groups throughout the day. He acknowledged that some of the Planning Commission members attended some of the scheduled sessions. He explained that the consultant will provide a presentation to introduce the project to the Planning Commission.

Matt Bucchin came before the commission providing a presentation on the schedule, scope, public engagement strategy and process for the rewrite of the zoning and subdivision regulations that will take approximately one year. This will be a rewrite of two outdated chapters that were adopted in 1973; chapter 71 of the zoning regulations and chapter 59 of the subdivision regulations. The purpose of the rewrite of the zoning and subdivision regulations is to bring them into conformance with the visions of the comprehensive plan that would be in compliance with the state statutes to integrate policy direction how the city is to grow and develop.

He provided the annotative outline and strategic approach concept “Time is Money” to explain that the outcome is to streamline the approval process. He used the example of the “Exception” for a special use permit to explain that if the conditions are identified and met for the special uses allowed within a respective zoning district, they could be approved through city staff and not have to go before a public hearing.

They will present three draft modules of the rewrite of the zoning and subdivision regulations to consolidate for the final draft to go before a public hearing and ultimately for official action.

Jake Glover asked if the rewrite would be using the same zoning classifications. Mr. Bucchin answered that this project will begin with a blank slate. He explained the framework pointing out that the end result will be that it will be easy to navigate the regulations. A software package will be used for the project for easy accessibility when there are modifications; all the references will automatically update.

He asked the Planning Commission what hot button issues they had experienced that fill the room:

Pam Rein asked how to change the mindset of residents who have invested in nice homes being opposed to having duplexes next to them. Jake Glover added that residents are also opposed to multi-family housing setting next to single family residential. This has been upsetting to those residents that are directly affected.

Lou Caplan added that there is controversy when there are large lots on one side of the street and smaller lots on the opposite side of the street that lends itself to larger homes setting across the street from smaller homes.

Pam Rein also pointed out that there were water issues particularly that come with the commercial land use with excessive water usage and the excessive percentage of green space.

Pam Rein also pointed out that there have been issues with the numbers required for commercial parking. Mr. Bucchin asked about snow removal in the parking lots. Pam Rein noted that the city has very good emergency snow routes.

Lou Caplan stated that the establishment of a new cell phone tower brings out controversy. Jesse Rohr explained there were two sections in the regulations associated with cell phone towers; there are no height regulations and they require a special use permit. Mr. Bucchin answered that he will look at the state law and come up with some suggestions.

Jake Glover asked for clarification about the 3 modules that would be submitted to the Planning Commission. Mr. Bucchin explained this to him.

Mr. Bucchin noted one option of having a public access easement on properties within a cul-de-sac so residents do not have to walk around to gain access from a busy street. He also mentioned handling overlay districts in a different way so as not to have overlay districts.

Jake Glover asked how the University would be categorized with the rewrite. Jesse Rohr stated that there is a separate zoning classification for the University. They are subject to the state building codes and state building permit. There is no building permit or inspections done by the city even though the building codes are the same.

Tom Denning pointed out an area of concern that the single family homes are being converted to rental units crowding in as many renters as possible near the University. We are losing it as part of the community. Mr. Bucchin asked if the conversion was happening under the zoning code. He would have to obtain more feedback on this issue. Jesse Rohr answered that zoning near the university does allow this to happen. Lou Caplan noted that he has seen this occur in other college towns.

Jake Glover also asked about how the rewrite might affect the zoning classification of the hospital.

Jesse Rohr added that there would be FAA restrictions and guidelines associated with the Hays Regional Airport.

Travis Rickford brought up some points of concern on development characteristics; the allowance of wide streets encourages speeding and the way the guttering is formed can make a difference to increase safe walkability.

Mr. Bucchin asked if there were any problems with the platting process. Jake Glover thought that there needed to be a way to readjust the process. When a plat comes forward, some of the residents are asking for the land uses. Jesse Rohr explained the process. Pam Rein added that the applicant does not have to disclose the development plan; all land uses within the zoning classification have to be considered.

Jake Glover reiterated what Mr. Bucchin has pointed out that this is where the rubber meets the road; meaning the zoning and subdivision regulations to be in conformance with the comprehensive plan. He asked to be guided so not to deviate from the comprehensive plan on how to keep the vision. This is a great opportunity to think ahead.

Tom Denning asked if this would consist of entirely different land uses. He voiced concern how they would inform the residents that they can no longer develop the land as originally had been allowed.

Travis Rickford requested that there be easy public access to this project on the city web site. Jesse Rohr explained that there was a button identified as "Zoning Project" on the bottom right corner of the home page of the city web site for access to this project.

Pam Rein pointed out another public concern is storage units. Mr. Bucchin answered that protections can be preconfigured in the code with conditions within allowed zoning districts.

Lou Caplan stated that transportation storage units (shipping containers) raise another public concern. Mr. Bucchin added that shipping containers that are set on the parking lot of a commercial property should not take away the minimum parking requirements.

Lou Caplan asked if there were any comments from the audience. Jerry Sonntag, Hays Area Board of Zoning member, voiced the importance that there is availability for public comment via the city web site. Jesse Rohr explained that there is availability for public comment via the city web site.

Jesse Rohr informed the commission to watch the city home page for the progression of the project.

**5. OFF AGENDA ITEMS/COMMUNICATIONS:**

**A. City Commission action and planning and development updates on Planning Commission issues:** Jesse Rohr informed the commission that the consideration to amend the regulations on portable shipping containers had gone before the city commission work session. This consideration may come before the planning commission for direction.

**B. Other:**

**Presentation of Water Status:** Pam Rein commended Toby Dougherty for doing a great job with the presentation on February 17, 2014 on the status of the water situation and the information for potential water sources.

**Development north of 45<sup>th</sup> Street (northwest Hays):** Travis Rickford voiced concern of a lot within the subject development that has a fence around it; although there is no sidewalk. Jesse Rohr answered that it is being addressed.

**Barbed wire fence along I-70 (collection of trash):** Travis Rickford asked who the land belonged to along interstate with the barbed wire fences. He stated that someone had pointed out that the barbed wire fences along the corridor of Hays along interstate catch a lot of grocery sacks that blow in the wind. Toby Dougherty answered that it belongs to the Kansas Department of Transportation. The representatives are planning to have a meeting to request that the barbed wire fence be changed out to straight wire.

**6. ADJOURNMENT:** Vice-Chairman Lou Caplan adjourned the meeting at 8:26 p.m.

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

# Commission Work Session Agenda

## Memo

**From:** Jesse Rohr, PIE Superintendent

**Work Session:** June 16, 2014

**Subject:** Portable Shipping Containers as Storage Units

**Person(s) Responsible:** Toby Dougherty, City Manager  
I.D. Creech, Director of Public Works

### Summary

Staff was asked by the Commission to research options to possibly allow shipping containers as permanent storage units. Currently this use is allowed on a temporary basis only as per ordinance Sec. 11-134 adopted July 24, 2008. Staff has researched other communities as well as evaluated the ramifications of Hays having such an ordinance in place that would allow permanent placement of shipping containers. Regulations on this type of use have been put together in draft form for discussion and consideration. Staff awaits further direction from the Commission on this item.

### Background

At the May 15, 2014 Work Session and subsequently the June 5 Work Session, the Commission discussed options for the possible allowance of shipping containers being used as permanent storage units. Staff put together regulations based on the comments of the Commissioners.

### Discussion

Based on the discussions at the May 15, 2014 Work Session and the June 5, 2014 Work Session, the attached draft ordinance provides options for consideration for the allowance of shipping containers to be used as permanent storage units. Below are some high points of the proposed ordinance:

- All signage shall be removed and the structure painted to match surrounding properties
- Materials stored must be relevant to primary use of the property
- No rear setback required - Side yard to match zoning district - No placement of structure between main structure and street
- Units not to be placed within 100' of a residential zoned district
- Stacking prohibited except in Industrial zoned areas
- Renting/sub-leasing of units not allowed
- Not allowed in residential zoned districts
- No utilities allowed EXCEPT for electricity

These proposed changes allow the permanent use of shipping containers as storage units as long as regulations are met. These regulations can be modified as the Commission sees fit if they decide to take further action on this item.

When staff researched other communities and what they allow regarding shipping containers, the following was found:

**Salina –**

- Allowed as a temporary use only, similar to Hays
- Are not defined as structures, therefore not treated as structures
- Do not meet the regulations within the adopted building codes

**Manhattan –**

- No regulations in place – have not been an issue
- Some found in commercial/industrial areas

**Dodge –**

- Containers are allowed
- Few, if any restrictions – have not had issues with them

**Emporia –**

- Allowed in all areas except residential
- Are considered “accessory structures”

**Wichita –**

- Confined use to Industrial areas

**Johnson Co. – (currently in draft form)**

- Allowed in all districts, with restrictions

**El Dorado –**

- No actual regulations, treated as structures
- Anchoring required
- “Informally” not allowed in residential districts

Most communities surveyed do not have specific regulations in place regarding the placement and use of shipping containers. Johnson County is one of the few that actually has specific regulations regarding these containers. Most others treat the containers as they would any other accessory structure or don’t regulate the containers at all. Many communities do enforce placement of containers but had no ordinance to back up the enforcement procedures they are using.

Any proposed amendments to the current ordinance require action by the City Commission typical of any ordinance amendment. A Planning Commission recommendation has been sought for this item since it does have impacts regarding zoning regulations.

### **Legal Consideration**

There are no known legal obstacles to proceeding as recommended by City Staff.

### **Financial Consideration**

N/A

### **Options**

Options include the following:

- Request a change to the current ordinance
- Do nothing

### **Recommendation**

Staff recommends adopting the proposed ordinance as drafted.

### **Action Requested**

Adopt Ord. 11-135 and the amendments to Sec. 11-134 as proposed.

### **Supporting Documentation**

Current Shipping Container Ordinance w/Suggested Revisions

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 11 OF THE CITY OF HAYS, KANSAS, MUNICIPAL CODE, BY MODIFYING ARTICLE II, DIVISION 5, SECTION 11-134 REGARDING TEMPORARY STORAGE UNITS/SHIPPING CONTAINERS AND BY ADDING SECTION 11-135 REGARDING PERMANENT STORAGE UNITS/SHIPPING CONTAINERS.**

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BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HAYS, KANSAS:

Section 1. Chapter 11, Article II, Division 5, Section 11-134 of the City of Hays, Kansas Municipal Code is hereby amended as follows:

**CHAPTER 11**

**BUILDINGS AND BUILDING REGULATIONS**

**ARTICLE II. BUILDING REGULATIONS**

**DIVISION 5. MISCELLANEOUS REQUIREMENTS**

**Sec. 11-134. Temporary Storage Units/Shipping Containers.**

- (a) Storage/shipping containers shall be ~~prohibited~~allowed as a ~~permanent~~temporary use within the City of Hays. Temporary uses shall be allowed in the following instances:
- (1) At construction sites for the duration of the project, however, units are to be removed within 60 days of the issuance of the certificate of occupancy;
  - (2) Natural disaster recovery and clean-up efforts; and
  - (3) Short-term temporary storage of goods for business enterprises located within commercially zoned districts (for example: holiday season retail storage).
- (b) The following conditions apply to all storage/shipping containers:
- (1) A temporary building permit is required for any units being set for more than ten days at any location;
  - (2) Unless otherwise stated, a limit of one permit per calendar year shall be granted for a maximum of 60 days with one 60-day extended renewal permit possible at the discretion of the zoning administrator;

- (3) All units must meet established setbacks for the district in which they are located; and
- (4) Vertical stacking and/or the stacking of materials on top of the storage units is prohibited.
- (c) All units ~~existing at the time of ordinance implementation~~ that were legally placed upon property in the City of Hays prior to July 24, 2008, are considered existing nonconforming per the zoning ordinances contained in Chapter 71, Article VII, Nonconformities.

Section 2. Chapter 11, Article II, Division 5 of the City of Hays, Kansas Municipal Code is hereby amended by adding Section 11-135 as follows:

## CHAPTER 11

### BUILDINGS AND BUILDING REGULATIONS

#### ARTICLE II. BUILDING REGULATIONS

##### DIVISION 5. MISCELLANEOUS REQUIREMENTS

###### Sec. 11-135. Permanent Storage Units/Shipping Containers.

(a) Storage/shipping containers shall be allowed as a permanent use within the City of Hays under the following conditions:

(1) Shipping containers shall be allowed as an accessory use only and subject to the requirements of the zoning district in which they are located;

(2) All signage on the container shall be removed and the container painted an earth tone color or a color compatible with the adjacent surrounding properties **OR** the container shall be sided with a siding material compatible with the surrounding environment and adjacent structures. The painting or siding shall occur within 60 days of placement of the structure;

(3) Containers shall be safe, structurally sound, in good repair, and placed on a stable surface;

(4) Any container that becomes unsound, unstable or otherwise dangerous, as determined by the City, shall be immediately repaired or removed by the property owner;

(5) Containers shall not be stored in a manner that impedes access to public right-of-ways, public utility or drainage easements, adjacent structures, or buildings;

(6) Materials stored inside the container shall only include items normally associated with the business use of the property;

(7) Containers may be placed on the rear property line, subject to the provisions in subsection (5), but shall not be closer to the side lot line than the required side yard setback of the district. The front yard setback shall meet the provisions of the applicable zoning district in which the container is placed. At no time shall the containers be placed between the main structure and the public street;

(8) Containers shall be set back a minimum of 100 ft. when abutting any property zoned for residential land uses. A property shall not be considered as abutting if it is separated by a street or alley;

(9) Stacking of containers shall be prohibited except within industrial zoned districts, in which a maximum of two containers may be stacked;

(10) At no time shall the containers be utilized as rental units or be leased to anyone other than the property owner or property lessee of the existing on-site business enterprise where the unit is placed;

(11) At no time shall any container be placed as a permanent use in any residentially zoned district within the City;

(12) Containers shall not be connected to utility services, with the exception of electricity, nor shall any other utility service be utilized within a container; and

(b) The following conditions apply to all storage/shipping containers:

(1) A building permit is required for any units being put in place for more than ten days at any location;

(2) All shipping containers are subject to inspection of contents to ensure adherence to the ordinances set forth.

(c) All units existing prior to July 24, 2008 are considered existing nonconforming per the zoning ordinances contained in Chapter 71, Article VII, Nonconformities.

(d) Any shipping container in existence at the time of adoption of this ordinance which does not conform to the requirements of Section 11-134 or Section 11-135 (except those meeting the requirements of Section 11-134 (c)), shall be required to meet the requirements of Section 11-134 or Section 11-135 within 90 days of adoption of this ordinance.

ORDINANCE NO. \_\_\_\_\_

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Section 3. The ordinance shall take effect and be in force from and after its passage and publication in the Hays Daily News, the official city newspaper.

PASSED by the Commission on \_\_\_\_\_, 2014.

\_\_\_\_\_  
HENRY SCHWALLER, IV  
Mayor

ATTEST:

\_\_\_\_\_  
BRENDA KITCHEN  
City Clerk

(SEAL)



June 6, 2014

City of Hays, Kansas  
Jesse Rohr, Superintendent Planning, Inspection, Enforcement Division  
1002 Vine Street  
Hays, KS 67607

RE: Progress Report for the Hays Zoning and Subdivision Regulations

Dear Jesse Rohr:

I am pleased to submit the **Progress Report No. 2** for the above referenced project. This report covers the **period of May 2014** and corresponds with Invoice No. 18339. Our professional services agreement was authorized by City Manager signature on April 10, 2014.

This progress report is prepared in the form of a brief letter to describe the project status and to document significant work accomplished during this report period.

<b>Deliverables and Meetings</b>	<b>Due</b>	<b>Status</b>
<b>Phase 1: Kick-Off Engagement</b>		
Project Kick-Off Meeting	04/24/14	✓ COMPLETE
<b>Trip No. 1</b>	06/02/14 to	✓ COMPLETE
- Stakeholder Interview Sessions	06/03/14	
- Meeting with Planning Commission		
- Staff Meeting		
- Field Reconnaissance		
Draft Proposed Strategic Approach and Annotated Outline	06/26/14	Rough draft in progress
<b>Trip No. 2</b>	07/28/14 to	
- Staff Meeting	07/29/14	
- Meeting with Planning Commission		
- City Commission Member Meetings		
- Field Reconnaissance		
Final Proposed Strategic Approach and Annotated Outline	08/01/14	
<b>Phase 3: Zoning and Subdivision Regulation Drafting</b>		
Module 1 Draft		
<b>Trip No. 3</b>	09/15/14 to	
- Planning Commission Work Session	09/16/14	
- Staff Meeting		
- Field Reconnaissance		
Module 2 and Citywide Zoning Map Drafts	10/30/14	
<b>Trip No. 4</b>	11/17/14 to	
- Planning Commission Meeting	11/18/14	
- Staff Meeting		
Module 3 and Citywide Zoning Map Drafts	01/26/15	
<b>Trip No. 5</b>	02/16/15	
- Planning Commission Meeting		
- Staff Meeting		

<b>Deliverables and Meetings</b>	<b>Due</b>	<b>Status</b>
<b>Phase 4: Adoption, Delivery, and Electronic Publication</b>		
Public Hearing Draft of Zoning and Subdivision Regulations and Citywide Zoning Map	03/04/15	
<b>Trip No. 6</b>	04/20/15	
- Joint workshop with Planning Commission and City Commission		
Public hearing draft of the zoning and subdivision regulations and citywide zoning map and a list of recommended changes by the Planning and Zoning Commission	05/04/15	
City Commission Public Hearing for adoption	05/28/15 or 06/11/15	
Electric Files of UDC & Zoning Map with Access to enCode-90™	TBD	

### **Project Work/Activity**

Project work accomplished and coordination conducted during the report period included the following activities:

#### **May 2014**

- 05-29-14 I emailed you to touch base regarding the upcoming meetings on Monday and Tuesday. In particular I was inquiring whether someone was slated to RSVP the invitees to the focus group meetings, confirm our driving tour with you, as well as to confirm the availability of a PowerPoint projector for the Tuesday night Planning Commission meeting.
- 05-27-14 Eamonn Coveney emailed Jessica GIS files requested in the GIS Data & Information Needs form. Jessica coordinated with Laura to review and check the shapefiles.
- 05-27-14 Jessica began drafting the Introduction; Administrative Bodies; Enforcement; and Definitions portion of the Regulations in enCode-360™. These sections were drafted at this time, because these regulations are standard State law.
- 05-14-14 You sent me a copy of the invitee lists and draft letter for the project kick-off small group interview sessions. I responded that they looked good and asked, if possible, if a sentence could be added requesting attendees to confirm their participation.
- 05-14-14 You and I exchanged emails regarding the project schedule for focus groups.
- 05-13-14 Jessica began a rough draft of the proposed Annotated Outline and Strategic Approach in anticipation of a June 26<sup>th</sup> deadline.
- 05-12-14 I called you to confirm our project kick-off dates prior to scheduling our travel arrangements. You indicated that we were confirmed for our June 2<sup>nd</sup> and 3<sup>rd</sup> kick-off and were in the process of rescheduling the regularly scheduled Planning Commission meeting date. In addition, you forwarded me the contact information for the GIS staff person so that Jessica could start to coordinate the transfer of GIS data and additional documents from the City to KKC.
- 05-08-14 You sent me a copy of the City's logo and a jpeg of the City's title bar from the website.
- 05-08-14 KKC sent you the progress report and invoice for the April 2014 report period. In addition, the company's W-9 was sent.
- 05-07-14 You and I touched base via phone. You indicated that you would send me an email with contact information for the GIS department so our respective staffs could

coordinate the data transfer. You preliminarily discussed using the City's existing website for a template for the enCode-360™ site. I requested that you send us (if possible) a copy of the grass graphic from the website and any thoughts as to whether or not there are any "iconic" landmarks that we can use for inspiration. You indicated that you would send me a bullet point list of your project goals. I informed you that the first invoice and progress report would be coming and that we had been "working ahead" on items that could be completed while we were waiting for the initial public engagement to kick-off. Finally, we discussed various options about making the Hays enCode-360™ site publicly available at the onset of the project, or whether we should hold off on releasing that URL until later; and instead disseminate PDFs via the City's existing website in the interim.

- 05-07-14 You emailed me a filled-out copy of the GIS Data & Information Needs form and indicated that you would like us to coordinate with the City's GIS staff for transfer.
- 05-07-14 You emailed inquiring about the status of the Project Schedule. I emailed it to you as an attachment and apologized for the delay, as I thought I had already sent it.

### **Requested Modifications to Scope of Services**

Through the course of this project it is anticipated that modifications to our planned work activities or their timing may be necessary or required by the City to address unforeseen issues or to accommodate specific requests. As necessary, I will coordinate with you as to the individual and cumulative impacts that these modifications may have on any tasks, deliverables, or meeting attendance specified in the original scope of services, or on the project duration and/or total compensation specified in our agreement. As warranted, I will submit written amendments to the scope of services for the City's approval. These scope amendments may or may not require a corresponding amendment to the time of performance and/or total compensation specified in our agreement. Therefore, we are documenting below any unforeseen issues or requests from the City that have arisen in the latest reporting period and cumulatively through the project. I will follow up with you on any items that may require attention relative to the scope of services, project schedule, or project budget. To date, these include:

- There are no other notable modifications or adjustments at this time.

### **Upcoming Work / Activities**

During the next reporting cycle, KKC will complete the strategic assessment and annotated outline and deliver the draft copy on June 26, 2014 and we will prepare for a WebEx staff meeting on June 30, 2014 following the strategic assessment and annotated outline deliverable.

### **Completion and Budget Status**

Based on our existing contract, KKC has \$144,925 to rewrite the City's zoning and subdivision regulations, work on the overall project is **approximately 12 percent complete as of May 31, 2014**. The actual costs incurred during this report period include **\$10,875.43 in new charges** as shown on the submitted invoice. To date, we have billed \$17,697.71 and have received payment of \$6,822.28, **meaning that the total amount now due is \$10,875.43**.

If you have any questions about this progress report or the accompanying invoice, please feel free to call me at any time. I appreciate the opportunity to provide professional services to the City of Hays to complete this important project.

Jesse Rohr, Superintendent Planning, Inspection, Enforcement Division  
June 6, 2014  
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Respectfully submitted,

KENDIG KEAST COLLABORATIVE

*Matt Bucchin*

Matt Bucchin, AICP, LEED-Green Associate  
Senior Associate