

HAYS AREA PLANNING COMMISSION  
SPECIAL MEETING AGENDA  
CITY COMMISSION CHAMBERS  
1507 MAIN, HAYS, KS  
AUGUST 10, 2015  
6:30 P.M.

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

2. **CONSENT AGENDA.**

A. Minutes of the meeting of July 20, 2015.

*Action: Consider approving the minutes of the July 20, 2015 meeting*

3. **PUBLIC HEARING ITEMS – None.**

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

A. Review and Discuss Draft Zoning Regulations

*Action: Staff will present various sections of the draft regulations for discussion and comment. Refer to agenda packet for additional information.*

See the following on-line link for the most up-to-date draft regulations or visit City of Hays website at:

<http://online.encodeplus.com/regs/hays-ks/index.aspx>

5. **OFF AGENDA ITEMS/COMMUNICATIONS – None.**

6. **ADJOURNMENT**

**DRAFT  
HAYS AREA PLANNING COMMISSION  
CITY HALL IN COMMISSION CHAMBERS  
JULY 20, 2015  
MINUTES  
6:30 P.M.**

**1. CALL TO ORDER BY CHAIRMAN:** The Hays Area Planning Commission met on their regularly scheduled meeting on Monday, July 20, 2015 at 6:30 p.m. in Commission Chambers at City Hall. Chairman Paul Phillips declared that a quorum was present and called the meeting to order.

**Roll Call:**

**Present**

Paul Phillips  
Tom Denning  
Matthew Wheeler  
Justin McClung  
Kris Munsch  
Robert Readle  
Darrell Hamlin  
Chris Crawford

**Absent** Lou Caplan

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

**No changes to the Agenda**

Chairman Paul Phillips asked if there were any changes to the agenda. There were none.

**2. CONSENT AGENDA:**

**A. Minutes:** Kris Munsch moved, Robert Readle seconded the motion to approve the minutes from the June 20, 2015 meeting. There were no additions or corrections to those minutes.

**AYES**

Paul Phillips  
Tom Denning  
Matthew Wheeler  
Justin McClung  
Kris Munsch  
Robert Readle  
Darrell Hamlin  
Chris Crawford

**3. PUBLIC HEARING ITEMS: - None**

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

**A. Set a Public Hearing for the rezoning of 1601 E 27<sup>th</sup> Frontage Road from "R-1" Single Family to "R-4" Multiple Family Dwelling District:** Jesse Rohr presented a power point presentation on the overhead visual to provide the details, location and zoning districts surrounding the subject property to be considered to set the public hearing for the rezoning.

This property consists of two lots; one lot is developed and the other lot is vacant. The infrastructure is in place to allow the development of the property. The property is currently under contract for sale contingent on the rezoning.

This property is unique in that it is surrounded by three different zoning districts. There is "R-1" Single Family Residential to the north and east; "R-4" Multi-family and "C-2" Commercial and Service District to the west across Indian Trail and "C-2" Commercial and Service District to the south across from 27<sup>th</sup> Street. Because of the various zoning districts surrounding the property, it would not be considered "Spot" Zoning. It is contiguous with the "R-4" Multi-Family zoning district to the west. Based on this information, staff recommends setting a public hearing.

He explained that if a public hearing was set, there would be a publication notice of the rezoning and residents within 200 feet of the subject property would be mailed a copy of the publication notice.

Robert Readle asked if there would be other alternatives, like requesting a special use permit.

Jesse Rohr answered that a special use permit could not be requested in the "R-1" Single Family Zoning District. The proposed zoning district would provide more options; single family as well as multi-family dwelling units would be allowed. With the property surrounded by other zoning districts, particularly commercial, the requested zoning district would be less intrusive on other single family homes.

Robert Readle moved, Chris Crawford seconded the motion to set the public hearing for August 17, 2015 for the rezoning of 1601 E 27<sup>th</sup> Frontage Road from "R-1" Single Family to "R-4" Multiple Family Dwelling District.

**AYES**

Paul Phillips  
Tom Denning  
Matthew Wheeler  
Justin McClung  
Kris Munsch  
Robert Readle

Darrell Hamlin  
Chris Crawford

**B. Discussion on the Zoning & Subdivision Regulations Rewrite:** Jesse Rohr stated that the comments are to be submitted to the consultant by September 1, 2015 for the draft of the rewrite of the zoning and subdivision regulations. He asked the commission for their thoughts to have a special meeting to discuss the different sections. A compiled list would be put together. There may be a redraft on some of the parts.

It was a consensus of the commission to schedule a special meeting. Jesse Rohr would be in touch as to the meeting date.

Darrell Hamlin asked what would determine what would be on the list. Jesse Rohr answered that the list would include comments from the "Open Door" sessions, planning commission and additions that are new to the regulations.

Kris Munsch asked if the list could be provided to them before the special meeting.

Jesse Rohr answered that the list would be sent to them in advance.

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

**A. Annexation requests before the Planning Commission** Jesse Rohr stated that annexation requests will come before the Planning Commission for informational purposes before going before the City Commission.

Most recently there was an urgent request of annexation by a resident at 2225 W 41<sup>st</sup> Street because of their need for water because their well went dry. The infrastructure is in place and is surrounded by annexed property. They had signed a pre-annexation agreement in the past for city sewer service without being annexed. The city manager authorized the water tap for now with the understanding to the residents that if the City Commission did not approve it, that it would go away.

Paul Phillips asked if there is sidewalk in front of the property. Jesse Rohr answered that there is the multi-use path in front of the property that was constructed with the improvement of 41<sup>st</sup> Street.

**B. Development Policy Infrastructure Guidelines:** Jesse Rohr handed out the "Development Policy Infrastructure Guidelines" that will come before the Planning Commission for review. Due to the "Strong Towns" concept and the addition of stormwater management systems etc, the review will be discussed at a future meeting.

Several changes to be considered would be that the city would not pay for the over sizing of the water and sewer lines in a new development and possibly changing the special assessment from a 15 year term to a 20 year term.

**C. City Commission action and planning and development updates on Planning Commission issues.** There were none.

**D. Introduction of new Planning Commissioner:** Paul Phillips introduced the new Planning Commissioner Chris Crawford who will be representing the 3 mile zone outside the city limits. The Planning Commissioners introduced themselves to him.

**E. Introduction of new Public Works Director:** Jesse Rohr introduced the new Public Works Director, Greg Sund, who began his employment on July 13, 2015.

**6. ADJOURNMENT:** Paul Phillips adjourned the meeting at 6:58 p.m.

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

August 3, 2015

## CITY OF HAYS ZONING REWRITE PROJECT PROJECT SUMMARY TO DATE AND FUTURE STEPS

The Hays Zoning rewrite project has been on-going for about 15 months. To date, all 3 modules have been submitted, reviewed, and presented to the Planning Commission, the latest being Module 3 presented on June 29. There was a public open-door session held prior to each module being presented, and most were fairly well attended by realtors, developers, contractors, and others having interest.

The remaining schedule strives for adoption of the regulations in mid November. This is assuming that the rest of the process goes as anticipated. By September 1, staff will attempt to have all comments and remaining changes to KKC who will then consolidate them and prepare a public hearing draft. After the public hearing, once again assuming no major hurdles, the draft will move forward for adoption with the City Commission with the zoning map to immediately follow.

Many items need further discussion and comment prior to finalizing the draft for KKC. Below is a list/summary of some of the items for discussion at the **August 10** Planning Commission meeting. Be prepared to review these sections at the meeting, along with any particular sections you may want to discuss as well. I recommend using the on-line link to the codes found at <http://online.encodeplus.com/regs/hays-ks/index.aspx> for the most up-to-date version of the draft.

Areas for discussion include:

- Table 2.2.403 – Child Care/Day Care – “Location” column – Review items #3 and #4
- Table 3.1.202A – Building Setbacks – Review in General
- Table 5.2.102A – Parking Minimums – Review in General
- Sec. 5.2.206 (B) – RV/Boat Parking (See also Sec. 10.2.106 (B) (2) (d))
- Sec. 5.3.101 (F) – Driveway Width – Review specified widths
- Sec. 5.4.101 – This section has been forwarded on to MWE for review and comment
- Sec. 6.2.202 (E) – Alleys – Surfacing Material (concrete vs. rock)

- Sec. 6.2.203 – Cul-de-sacs – Pedestrian Connections
- Sec. 6.2.208 – Pavement widths – Review this section
- Sec. 6.2.301 – Sidewalks – Location of Sidewalks – Curb-side vs. Set-back
- Chapter 7 – Signs – Consider banners, flags, temporary signs, pennants, spinners, etc. (This section being reviewed with local sign companies for additional input)
- Sec. 9.1.505 – Open Space Requirements – More options possibly needed – Follow-up with KKC
- Sec. 10.1.101 – Design Standards – Residential - Building Entrance Location
- Sec. 10.2.101 (C) (1) through (C) (6) – Detached accessory structures (size, height, # of units, etc.)
- Sec. 10.2.103 (E) and (F) – Fences – Orientation of fences (E) and fencing materials (chain link?) (F)
- Sec. 10.2.106 (B) (2) (d) – Boats, RV's, campers and parking in residential districts
- Others as may be identified