

Memo

To: City Commission
From: Paul Briseno, Assistant City Manager
Date: 2-1-13
Re: February 5, 2013 Work Session

Please find the attached agenda and supporting documentation for the February 5, 2013 Work Session.

Item 2 – Joint City Commission/Hays Area Planning Commission Meeting with Housing Study Group

A joint City and Planning Commission meeting will be held with the Housing Study Group to gather thoughts, input and concerns from both bodies regarding the housing issue. These conversations will assist in guiding the process. A discussion on City zoning code and subdivision regulations will be had. The Comprehensive Plan and Smart Growth Workshop results all point to a need for updates or potential rewrite of sections. Input of these items and staff's recommended process moving forward will be presented.

Item 3 – Overland Property Group, LLC – Resolution of Support and RHID Request

Overland Property Group is requesting a Resolution of Support from the City Commission for a development of 32 units south of Hays Medical Center on 22nd Street. As you recall, last year they asked for a similar resolution on the same property for 16 units and were denied. Currently this property is not in the city limits, but if they should obtain tax incentives, they will request annexation and rezoning of the property. This resolution is due in February.

As a secondary request, they are asking for the creation of a Rural Housing Incentive District (RHID) for May. Staff has developed a white paper on this issue and will present further at the work session. If the Commission considers such an incentive, a policy with recommendations would be presented at a future meeting.

Item 4 – Bids for 2013 Street Maintenance Program

Please refer to the attached memorandum from Assistant Director of Public Works John Braun and Public Works Director I.D. Creech. The areas bid were detailed at the December 20, 2012 City Commission work session and December 27, 2012 meeting. The City has budgeted

\$630,000 for street maintenance projects for 2013. Competitive bids were received and Public Works will detail the results at the meeting. At this time, City staff is asking the Commission to award the bids as presented in the memo. The difference between the bid price and budgeted amount will provide funding for in-house work and \$20,000 for the sidewalk rebate program. Total bids were \$376,310 and staff's estimate was \$409,944.

Item 5 – Business License for Hays Regional Airport

Please see staff's memo and request for Commission approval of a business license at the Airport for Aces High Aircraft Refinishing.

Item 6 – Award of Bid – Sand Filter Building and Main Control Building Roof Replacement

The Wastewater Treatment Plant budgeted \$65,500 to replace the Sand Filter Building roof in 2012. During the bid process the new Superintendent recognized the Main Control Building leaking excessively from a late 2012 storm. Roofmasters Roofing submitted the low bid for the Sand Filter Building, and staff negotiated a cost for the Main Control Building roof as an emergency. The final bid for both buildings is \$15,000 under the budgeted amount.

Item 7 – SCADA Upgrades at Wastewater Treatment Plant

The Wastewater Treatment Plant budgeted for SCADA upgrades to monitor the process implemented to meet State requirements. The plant has also gone to no evening personnel in an effort to maximize operations. The recommendation is to award the project to R.E. Pedrotti for \$74,635 and declare sole source. This project was budgeted at \$90,000.

Item 8 – Outside Agencies – City of Hays Funds Recognition Policy

Commissioner Schwaller requested a policy for outside agencies receiving funds. Please see staff's memo regarding this issue.

Item 9 – Sister Cities – Exchange Visit with Sister City in China

Commissioner Steward requested this item be placed on the agenda.

CITY OF HAYS
CITY COMMISSION WORK SESSION
TUESDAY, FEBRUARY 5, 2013 – 6:30 P.M.
AGENDA

1. **ITEM FOR REVIEW: [January 17, 2013 Work Session Notes \(PAGE 1\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
2. **[JOINT CITY COMMISSION/HAYS AREA PLANNING COMMISSION MEETING WITH HOUSING STUDY GROUP \(PAGE 5\)](#)**
3. **ITEM FOR REVIEW: [Overland Property Group, LLC – Resolution of Support and RHID Request \(PAGE 39\)](#)**
PERSON RESPONSIBLE: Matt Gillam, Overland Property Group, LLC
4. **ITEM FOR REVIEW: [Bids for 2013 Street Maintenance Program \(PAGE 49\)](#)**
DEPARTMENT HEAD RESPONSIBLE: I.D. Creech, Director of Public Works
5. **ITEM FOR REVIEW: [Business License for Hays Regional Airport \(PAGE 59\)](#)**
DEPARTMENT HEAD RESPONSIBLE: I.D. Creech, Director of Public Works
6. **ITEM FOR REVIEW: [Award of Bid – Sand Filter Building and Main Control Building Roof Replacement \(PAGE 71\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Bernie Kitten, Director of Utilities
7. **ITEM FOR REVIEW: [SCADA Upgrades at Wastewater Treatment Plant \(PAGE 75\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Bernie Kitten, Director of Utilities
8. **ITEM FOR REVIEW: [Outside Agencies – City of Hays Funds Recognition Policy \(PAGE 81\)](#)**
PERSONS RESPONSIBLE: City Commission
9. **ITEM FOR REVIEW: [Sister Cities – Exchange Visit with Sister City in China](#)**
PERSON RESPONSIBLE: Commissioner Steward
10. **OTHER ITEMS FOR DISCUSSION**
11. **EXECUTIVE SESSION (IF REQUIRED)**
12. **ADJOURNMENT**

ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.

City of Hays
City Commission
Work Session Notes
January 17, 2013

Present: Troy Hickman, Kent Steward, Henry Schwaller IV, Ron Mellick, Eber Phelps, John Bird, Toby Dougherty

Request from Ellis County – Support for Sales Tax Legislation

Ellis County Administrator Greg Sund appeared before the City Commission to request support for the County's efforts to achieve a dedicated one-half percent sales tax. Funds generated by the sales tax would be used to pay debt service on two building projects that the County has planned. In order to get authority to seek a dedicated sales tax, a bill must be passed by the Legislature amending K.S.A. 12-187 b (2). Current law requires counties to share sales tax monies with the cities within the county, leaving only 42 percent of the total revenue for county projects.

Commissioner Steward supports the planned projects but expressed some concern about how changing state law would affect future projects. Would counties always get all the proceeds for any future projects?

Mr. Sund stated that these two projects are fairly large and are not projects that will be done again very soon. Every future project would be looked at on the individual merits of that project.

The Commissioners will be requested to approve a letter of support at the January 24, 2013 Commission meeting.

Restriping of 27th Street Between Plum & Hall

Discussion on re-striping 27th Street between Plum and Hall to a 3-lane configuration and eliminating on-street parking on the south side of the street was held at the January 3, 2013 work session.

Public Works Director I. D. Creech and Police Chief Don Scheibler presented more in-depth information about traffic flow and accidents along this section of 27th Street.

Dominic Pianalto, Dawn Gabel, and Gabe Hardman, who live along that stretch of 27th Street, spoke against re-striping to a 3-lane. They do not feel re-striping and eliminating parking on the south side will cut down on the number of accidents, especially around the Dillons area.

Commissioner Steward stated he feels the Commissioners should take the advice of the professional staffers and make the change to 3-lanes to try to increase safety for the overall benefit of the community. He would like the City to offer some type of assistance to the residents along that stretch for providing additional off-street parking.

The Commissioners will be requested to consider giving their approval to re-stripe 27th Street between Plum and Hall at the January 24, 2013 Commission meeting.

Bike Hays Master Plan

In 2012, the Commission requested further study of bike lanes. The Hays Bike Master Plan was developed by RDG through the 2012 Comprehensive Plan process. The system connects key community attributes providing a convenient and accessible means of mobility for various purposes. The 1st phase of the plan, (1a), is estimated to cost \$272,900. Adequate funds have been budgeted in 2013 for this project through the Special Parks fund. This fund receives revenue through special alcohol tax and is to be utilized for quality of life amenities. State funding is available through the Transportation Enhancement Program for the 2nd phase (1b), which is estimated to cost \$538,770. City staff requested permission to submit an application utilizing budgeted funds as a match to maximize the system's potential.

Preliminary data from the Big Creek assessment indicates a need for a concrete cap to secure the levee. This section of the levee is used by many citizens and students as a natural walking trail. Therefore, \$100,000 of

stormwater funds are being requested as a match to attain offsetting funds from KDOT.

Assistant City Manager Paul Briseno presented information about the two phases of the Bike Master Plan. The complete cost of phase 1a and 1b is estimated to cost \$811,670 and will consist of 26 miles of bike pathways. If matching funds are received through the Transportation Enhancement Program, the City will pay \$400,000 for a \$811,670 system. Should state funding be denied, staff will implement phase 1a if approved by the Commission.

Commissioners Schwaller and Steward expressed concern about the cost of this plan in light of all the other projects that are being brought forth by the City, Ellis County and USD489.

This item will be on the January 24, 2013 Commission meeting agenda for further discussion and vote.

Transportation Enhancement Grant Application – Hike and Bike

At the January 24, 2013 Commission meeting, the Commissioners will be requested to consider approval of a resolution applying for Transportation Enhancement Program funds as part of the Bike Hays Master Plan and authorizing the use of \$100,000 from the Stormwater budget as a match for the Big Creek levee cap.

Developer Agreement – Wheatland Lots

At the January 24, 2013 Commission meeting, the Commissioners will be requested to authorize the City Manager to enter into an agreement with Darrell Dreher for the construction of sanitary sewer and street improvements to serve six lots along the east side of Wheatland Avenue just south of 22nd Street.

Engineering Agreement – Waterline Design

The Capital Improvement Program includes the replacement of various waterlines in older sections of the City, which have had a disproportionately high frequency of waterline breaks. Staff solicited engineering services for the design

of waterline upgrades and replacements in ten locations throughout the City. Kaw Valley Engineering of Junction City submitted the lowest cost proposal in the amount of \$46,904 for engineering services.

Director of Utilities Bernie Kitten reviewed the ten locations where the upgrades and replacements will take place.

The Commissioners will be requested to consider authorizing the City Manager to enter into an agreement with Kaw Valley for engineering services for the waterline upgrades.

City Commission Term Limits

Commissioner Mellick requested that term limits on the City Commission be discussed. The Commissioners had discussed term limits on other City committees earlier and he felt that the same discussion should take place for City Commission positions.

Commissioner Mellick stated that often it is hard to get a potential candidate to run for office because they feel that they cannot get more votes than an incumbent who has been on the Commission for several terms of office. He feels that new people can bring a fresh perspective.

Commissioner Schwaller stated that the electors make the decision every two years as to who should be on the Commission and it should be left that way.

The work session adjourned at 8:39 p.m.

Submitted by: _____

Doris Wing – City Clerk

Memo

To: City Commission
Hays Area Planning Commission

From: Toby Dougherty, City Manager

CC: Paul Briseno, Assistant City Manager
I.D. Creech, Director of Public Works
Jesse Rohr, P.I.E. Superintendent

Date: 1-28-13

Re: Joint City Commission/Hays Area Planning Commission Meeting – 2-5-13

On February 5th, the Housing Study Group is meeting with the City and Planning Commissions in a joint setting. The purpose of this meeting is for the housing group to gather thoughts, input, concerns and advice from members of both bodies as we begin our task of evaluating the housing situation. It is meant to be informal. No recommendations will be presented, and it is expected that no problems will be solved at this meeting. The members of the housing group know that there are likely to be policy recommendations as a result of our work and those recommendations will be made to the Planning Commission, the City Commission, or both. Therefore, we want your input from the start. We will also provide periodic updates during the process.

On another subject, I would like to address both Commissions on the issue of the City's zoning code and subdivision regulations. Attached to this memo are documents from the recently completed Comprehensive Plan as well as the Smartgrowth Workshop held in August of 2012. When reading the documents, you will find that our current zoning code and subdivision regulations are first generation and suburban in nature. There are many issues that need to be addressed. Some of these issues can be considered low hanging fruit and addressed rather quickly and easily, while some are more difficult and intertwined with other problems. The Comprehensive Plan recommends a complete rewrite of the zoning ordinances. At the staff level we have recognized there are a lot of deficiencies in our zoning code and subdivision regulations. Again, some minor and some major, but all in need of addressing. Lastly, the housing study group will be not only examining our zoning code and subdivision regulations and how they impact the development and redevelopment of housing, but will also no-doubt develop policy recommendations that will be presented to both Commissions.

All of the above-mentioned issues mean that we are dealing with a code that has a lot of deficiencies, but there are also a few issues that probably need to be handled quickly and efficiently as they are easily identifiable. City staff feels all involved need to adopt a comprehensive approach in addressing these issues, but I would hate to see the “low-hanging fruit” get passed over while everyone has their eye on the big picture. So, at the joint meeting Tuesday, I will be bringing forward a recommendation on how we can address the short and long-term issues, and determine if a rewrite is necessary or just a comprehensive overhaul. The recommendation will involve both Commissions, so the joint meeting is the perfect venue to discuss the matter.

Attachments

Project Name:	Hays Comprehensive Plan	
Project No.:	2011.125.00	File No.: 7.10
Date Prepared:	August 1, 2012	
Prepared By:	Gary Lozano & Amy Haase	

The following recommendations were prepared after a review of Hays Zoning and Subdivision regulations and are intended to raise issues for consideration in tailoring these regulations to better implement the new comprehensive plan.

1. General

The Hays Zoning Ordinance is a “first generation” code, which is characterized by listing each separate use permitted in each district, with the cited uses being very specific. This older code structure has been replaced by modern codes which refer to Use Types, rather than specific uses, Scale of Use Limitations (e.g. different size Food Sales uses), and Permitted Use Tables by District, which are much easier to use and understand, and also allow the delineation of uses better tailored to the intent of specific districts.

However, modernizing the Hays code to address these shortcomings would constitute a complete rewrite of the code and a significant effort financially. While such a reformatting of the code is recommended, the following represents recommendations for revision, short of a complete rewrite, to allow for a better implementation of Hays’ new comprehensive plan. These recommendations simply highlight areas of concern. A complete revision project would involve submittal of proposed text and a Planning Commission/staff review process that is beyond the scope of the comprehensive plan project.

The following recommendations are organized by code section.

2. Table of Contents

Since the R-3N Two-Family Neighborhood District is less intensive (does not permit multi-family uses) than the R-3A Garden Apartment Dwelling District, it should be listed before R-3A in the ordinance. Not a big deal.

3. Sec. 71-5 Definitions:

Family: Some college towns lower the number of unrelated individuals that constitute a family if they are having issues with students occupying single-family homes and causing problems, like too much parking. Alternatively, some cities increase the number of parking spaces for single-family homes – often relating the requirement to the number of bedrooms. If you are not having these problems, “four” is fine and typical.

Home Occupations: Better to put regulations in body of ordinance and not provide detailed use regulations in definitions section.

Manufactured Home: Most manufactured home definitions refer to the HUD code standards (42 U.S.C. Sec. 5403), which resulted in a national standard (HUD Seal) for units built after June 15, 1976. “Mobile Homes” are then defined as dwellings built prior to that time.

Adult Entertainment: No definition of “adult entertainment” in zoning code definition. I assume that this “hot button” issue is handled elsewhere in city code. It should be dealt with in the zoning code – at least to designate where such uses are permitted.



4. R-3A Sec. 71-228:

What is the rationale for limiting the proportion of single-family dwellings in the R-3A district? Is it simply: "we want areas zoned for apartments to BE mostly apartments"? Haven't seen this before and question the need for this limitation.

5. R-3A Sec. 71-229:

This is a good density (14.5 du/ac) to insure quality developments with good site open space. This could be as high as 17 du/ac and still be ok.

6. C-0 Sec. 71-441:

(1) Front Yards: Most offices will be located on collector or arterial streets. 65-75 ft. front yard setbacks are excessive for small office developments. Such setbacks may be appropriate in major business parks, but C-0 is not restricted to those areas. These large setbacks force parking lots in front of buildings, which is inconsistent with smaller office area desired character and is not pedestrian friendly. This comment is also applicable to other districts where the 65-75 front yard setback is required.

7. C-1 Sec. 71-476:

Enforcing a maximum 30% site coverage by building creates a very "suburban" character. Neighborhood oriented business districts typically allow more density. Why not prescribe front yard and buffering/screening/landscaping/parking and not worry about this requirement?

8. C-1 Sec. 71-478:

65-75 ft. front yard setbacks not appropriate in neighborhood business districts.

9. C-3 Sec. 71-531:

Auto repair garage is typically not considered an appropriate use downtown.

10. C-3 Sec. 71-532:

Auto Body Repair permitted by Use Exception: This use typically deemed inappropriate in the downtown.

11. C-3 Sec. 71-535:

No Front Yard setback required: Good. But you may want to consider "build to" lines downtown. With current regulation, development could still incorporate a large front yard, which is typically considered incompatible with downtown character.

12. BP Sec. 71-576:

Development Standards are good. In addition, may want to consider architectural design standards and signage standards specific to district (monument signs).

13. PUD Sec. 71-670:

The new comprehensive plan encourages new development to include "mixed-use" areas. To implement this, it is important for the city to have a well-designed Planned Unit Development ordinance. This is the best city zoning district in which such mixed-use developments can be pursued. It is important that developers feel they can work with the regulations and that the district provides the flexibility they need. PUD can also provide a way for



developers to get “politically tough” development proposals through the approval process. At the same time, PUD is advantageous to the city because it “ties down” the development to agreed-upon design elements.

14. PUD Sec. 71-671:

m. Floor Area Ratios: These ratios tend to force the character of the project to be one-story "suburban" type development. They do not permit mixed-use developments. Same comment regarding the maximum ground coverage standards above.

15. PUD Sec. 71-672:

(b)(2)e. Open Space Percentages: These figures seem high, as mentioned above. But for consistency with previous sections, shouldn't the first “50%” be “40%”?

16. C-P Sec. 71-696:

I couldn't find a C-P District indicated on the web site zoning map.

17. C-P Sec. 71-699:

Development Standards: Good. May want to consider adding building architectural design standards and special sign standards.

18. Parking Sec. 71-759:

f. Single-family Dwellings: Four unrelated students can occupy a sf home as a "family". Does this minimal parking standard accommodate these students?

j. Medical offices: Minimum 10 spaces per 1,000 sq. ft. seems excessive.

l. Retail stores: Minimum 5/1,000 is on the high end.

19. Signs C-S Sec. 71-1000:

(1)g. Advertising Signs: These are billboards, right? Most communities have detailed billboard regulations pertaining to max. size, separation from res. districts, separation from other billboards, etc.

20. Signs C-S Sec. 71-1093:

(1)g. Advertising Signs: Many communities prohibit billboards in downtown area.

(2)c. Pole signs: May want to discourage pole signs in downtown, in favor of free-standing monument signs or, better yet, wall signs.

21. Signs C-S Sec. 71-1094 and 1095:

How has this lack of control over number and size of signs in the downtown worked for you? Any problem with over-signage. Pretty rare to see no regulation of these factors.

22. Landscape Plan Sec. 1177:

Front yard landscaping requirement: Good “quantity” standards. However, front yard landscaping is not required to be in form of landscaped setback at property line – landscaping could be adjacent to front of building. Most landscape ordinances do not allow paving to property line other than in the downtown district. That is, they require a landscaped setback at the front property line. You may want to consider requiring 10-20 ft. of landscaping in



front yard setback at property line. Landscaping at that location adds to the public realm quality. In addition to setback at front property line, you should have a requirement for minimum total site landscaping and a street tree requirement (trees planted on street r.o.w., between sidewalk and street curb). Buffer yard landscaping/screening and interior parking lot landscaping adequately treated in subsequent sections.

23. Subdivisions Sec. 59-37:

j. Street r.o.w. Minimum Requirements: May want to consider granting exceptions to local and collector street r.o.w. requirements (and pavement widths) to allow for “new urbanist” –type developments. Can easily go down to 50 ft. for local and 60 ft. for collector minimum standard r.o.w.’s. These are “normal” r.o.w. standards in many locations.

24. Subdivisions Sec. 59-131:

25. Other Improvements: Recommend reference to storm water best management practices (BMP's).



Technical Assistance Tool: Small Town and Rural Zoning Codes

Hays, Kansas, August 8, 2012

To: Toby Dougherty, City Manager

From: EPA Building Blocks Technical Assistance Team

Date: September 4, 2012

Re: Small City and Rural Smart Growth Priority Fixes-- Summary and Suggested Next Steps as Outcome of Technical Assistance

1. Overview/Background

- Hays recently completed a major comprehensive plan update that addresses key smart growth issues such as human-scale mixed-use development, housing choices, transportation options, cost-efficient urban services, and natural resource protection, among others. The Hays Board of Realtors also recently commissioned a housing assessment that provides a wealth of information related to housing choices and housing diversity. These efforts provide a great opportunity to address several of the key priority fixes discussed in the U.S. EPA small city/rural smart growth publication.
- Like many small cities in rural areas, Hays faces issues such as how to pay for infrastructure related to new development, a shortage of affordable housing for significant market segments such as young couples with children, students, and seniors, unattractive strip commercial development along main community gateways, lack of transportation alternatives to the auto, and community health (obesity is very high). Affordable housing was the number one issue in a recent community survey. But while the city has some major growth and development challenges, it also has some significant assets that position it to deal effectively with them. It is the largest city in northwest Kansas and serves as a retail, medical, and educational hub. It is home to Fort Hays State University and a large regional hospital. The unemployment rate is an enviable 3.4% and its median household income, although modest (\$47,000), compares favorably with other cities in the state and is higher than most in western Kansas. Growth has been slow at less than ½% over the past decade, but is steady and sustainable.
- The city has a knowledgeable staff that is willing to tackle some of the major growth issues facing Hays in a progressive manner. The city also has a cadre of community minded citizens and organizations such as the local beautification committee, downtown development corporation, and other organizations that are eager to support such an effort and follow up to implement the city's comprehensive plan. The working group that participated in the day-long EPA workshop included an elected city commissioner, members of the planning commission, the city manager and planning/public works staff, representatives of the development and banking sectors, the Hays Beautification Committee, Ellis County Coalition for Economic Development, Downtown Hays Development Corp., and several citizens who were key participants in the comprehensive plan project.
- The city's zoning code and related development regulations and development policies are basic. They have been updated from time-to-time but have few progressive provisions related to the community's key

development issues such as housing choices. For example, residential development and live/work units are not allowed in most commercial zone districts or only by special permits and hearings. Landscaping provisions are minimal and do not address one of the city’s key issues—water conservation. Commercial parking requirements are very high and result in excessive pavement and associated costs. Bicycle parking is not addressed at all. Sign regulations are very weak and allow a variety of large, unattractive signs in commercial areas.

2. Key Issues Addressed during the Site Visit

Based on the comprehensive plan, the housing assessment, and other documents and city policies, city staff identified the following three key issues to address in the workshop:

- Housing Choices—As documented in the comprehensive plan and housing assessment, the city has an ample supply of larger lot single family homes and a shortage other housing types to meet critical demands.
- Gateway Development Enhancements—The city’s main gateway from the interstate highway to downtown (Vine Street) is very auto-oriented, unfriendly to pedestrians, and “aesthetically challenged.” Addressing these issues is a key goal of the comprehensive plan.
- Fiscally Sound Development Policy—Like many communities, Hays is very concerned about the cost of development and growth to the city in the longer term, particularly with regard to the cost of infrastructure to serve new housing and commercial projects. The city’s current development policy is very generous in supporting new development by, for example, paying for upsizing of utility lines and arterials or not requiring some potentially costly impacts to be adequately addressed (e.g., stormwater facilities, recreational facilities, water supply) by developers.

3. Targeted Code Amendments Discussed during the Workshop

Clarion Associates provided a menu of options for the city to consider in amending its development codes and policies to address the three key growth and development issues noted above. The options were presented in a framework of removing regulatory barriers to community goals, consideration of incentives to supplement current regulations, and identification of regulatory gaps or opportunities that the city might want to explore:

- a. Housing Choices—The recently adopted comprehensive plan focuses on providing a wider variety of housing options to meet anticipated demand for multi-family and smaller lot, entry-level single-family residential homes. Potential code amendments include:
 - i. Allow upper-floor residential units in downtown commercial zone district by right (not by special permit/hearing as is now the case).
 - ii. Permit live/work units (e.g., apartment for artist above art gallery) in all commercial, office, and industrial areas as well as downtown zone district.
 - iii. Amend gateway commercial zone districts to allow multi-family residential development. Excess parking areas can be filled in with mixed-use residential/commercial.
 - iv. Explore allowing accessory dwelling units (e.g., granny flats) in single-family zone districts—not currently addressed in zoning code. Allow only subject to standards to require owner occupancy of primary residence or accessory unit and design guidelines to ensure neighborhood

compatibility. Consider limiting numbers of accessory units in any one neighborhood or city wide (e.g., Seattle allows only new 25 ADUs per year)

- v. Grant density bonuses for new residential or mixed-use projects that include a diversity of housing types and unit sizes.
 - vi. Offer automatic off-street parking reductions for affordable multi-family housing developments
 - vii. Consider adopting simple design standards for duplexes and multi-family residential developments to ensure quality design and neighborhood compatibility. For example, require primary entryways of duplexes to face street and do not permit garages to be side-by-side or occupy more than 40% of front façade
 - viii. Explore amending residential zone districts to incorporate sliding-scale density allowances. Grant more density for projects that incorporate affordable units and a variety of housing types.
 - ix. Require a mix of housing or unit sizes in larger residential developments.
- b. Gateway Development Enhancements—Implement the comprehensive plan recommendations for improving city gateway streets such as Vine Street. Improve commercial development quality, address landscaping, and revise sign regulations. Potential code amendments include:
- i. Add more options for landscaping treatment and screening of parking lots. Reduce excessive landscape buffers now required between nonresidential and residential units to promote mixed use projects in commercial areas.
 - ii. Reduce excessive parking requirements in gateway commercial zone districts to reduce development costs and promote more compact, walkable developments.
 - iii. Grant bonus landscaping credit for protection of existing trees.
 - iv. Allow multi-family residential units in commercial zone districts.
 - v. Upgrade the city’s landscaping regulations. Consider requiring protection of mature trees and adopting water-efficient landscaping provisions (e.g., use of drought-tolerant native vegetation, require automatic moisture sensors and drip or underground irrigation, minimum width for irrigated landscaped areas to prevent overspill). Do not allow shrubbery to be substituted for trees in front yards as now permitted in zoning code. Require residential lots to be landscaped with minimum number of trees prior to occupancy.
 - vi. Require bicycle parking in commercial areas and sidewalks to connect perimeter streets to main entryways of commercial buildings.
 - vii. Adopt simple design standards to improve development quality and appearance in commercial areas (e.g., limit on amount of parking between building and street, ban blank facades). Do not require deep setbacks as is now the case in C-2 General Commercial District.
 - viii. Revise city sign ordinance to require monument signs along gateway streets and limit new billboards (off-premise signs) and electronic signage.
- c. Fiscally Sound Development Policy—Ensure that the city’s development policies that address cost-sharing for infrastructure and facilities necessitated by new development require that new projects pay their fair share of associated costs. Tailor the development policies to provide incentives for preferred developments such as infill, downtown development, and affordable housing. Potential code amendments include:
- i. Reduce excessive commercial off-street parking requirements to reduce development costs.

- ii. Give credit for on-street parking adjacent to a commercial use towards off-street parking requirements.
- iii. Consider reducing very ample setback requirements in R-1 and R-2 residential zone districts. This will help reduce costs and make smaller single-family residences on smaller lots more feasible.
- iv. Review the minimum street and alley width requirements in the Development Policy that are much wider than required in many communities. Will make developments less costly and also more pedestrian friendly.
- v. Offer current favorable Development Policy infrastructure cost sharing for development types recommended in the comprehensive plan (e.g., infill development, mixed-use, affordable smaller lot single-family and multi-family).
- vi. Explore costs of city facilities and off-site infrastructure necessitated by new developments including: turn-lanes, fire stations, public parks and open space, and water supply and discuss cost recapture options.
- vii. Consider demand for other city facilities and infrastructure such as emergency services and park improvements in revising city Development Policy.
- viii. Examine new financing options such as impact fees and special assessment districts as well as fiscal impact analysis for large subdivisions and commercial projects.

4. Priority Action Items

After discussing the menu of potential code and development policy amendments presented by Clarion Associates, the working group identified the following priority items. Considerations that the working group discussed in setting priorities included costs and potential benefits, ease of implementation, and political feasibility, among others.

- a. Short-Term and Low-Hanging Fruit
 - i. Allow upper-floor residential in downtown zone district and multi-family residential in gateway commercial zone districts by right without special permit or special hearings.
 - ii. Reduce excessive commercial off-street parking requirements.
 - iii. Adopt bicycle parking standards for multi-family residential and commercial uses.
 - iv. Reduce setback requirements in R-1 and R-2 residential zone districts to reduce development costs and encourage smaller lot residential developments.
 - v. Revise Development Policy to extend preferential cost-sharing practices to preferred developments such as infill in established areas of the city.
- b. Longer-Term Priorities—The following action items were considered important but more likely to take longer to implement. Work on these items should not be delayed, but started as soon as possible with the expectation that more community involvement and discussion will be necessary prior to drafting any code amendments.
 - i. Comprehensively revise the city’s landscaping regulations and incorporate water efficient/conservation standards.
 - ii. Adopt simple, staff-administered design standards for multi-family and duplex residential developments.

EPA Technical Assistance for Sustainable Communities: Building Blocks

- iii. Based on the precedent set by the Commerce Parkway Overlay District, draft a new Gateway Overlay District to apply to main city gateway streets such as Vine. The new district standards would be tailored for these gateways and address issues such as fencing, berms, commercial building design guidelines, and signs.

5. Implementation Actions and Strategies

The working group discussed implementation strategy in its final session. There was consensus that community education on issues such as water-efficient landscape standards would be essential. Members of the group suggested a number of initiatives such as involvement of the Hays Area Young Professional organization and outreach through the city website. Beyond education, the group discussed assigning the following specific roles:

- a. Landscaping Ordinance Revisions—Establish an ad hoc steering committee drawing on members of the Hays Beautification Committee. City staff from parks, utilities, stormwater, and other city departments to assist as appropriate.
- b. Multifamily and Duplex Design Standards—City staff to produce initial draft and discuss with development community. Planning Commission to review and hold public hearings to discuss.
- c. Gateway Overlay Districts—City staff to draft district standards working closely with Planning Commission. Early involvement by Hays Beautification Committee, Convention and Visitors Bureau, Downtown Hays Development Corporation and other relevant groups important.

CHAPTER FIVE

THE DEVELOPMENT VISION

DEVELOPMENT PRINCIPLES

Chapter One projected Hays' growth potential and estimated the amount of land needed to meet this potential. This new development should be distributed in ways that maximize benefit and minimize unnecessary costs to the entire community. It should use land efficiently, be environmentally and economically sustainable, and reinforce the quality and character of Hays. "Smart growth" principles, applied to overall city development policy, can help Hays develop in an economically sound, environmentally sustainable, and mutually beneficial way. They ensure that investments have multiple benefits and that as Hays grows, it grows together rather than apart. Hays will grow "smart" if it:

Uses Urban Services Efficiently

An efficient Hays will maximize investments in streets, infrastructure, and public services, and use every unit of service to the greatest advantage. New development should generally be contiguous to existing development or take advantage of under-utilized "infill" areas to produce a unified and economically efficient, and attractive city. This principle avoids stretching city services out over wide areas, which increases the cost of services and requires people to travel farther to destinations.



Encourages "Human-Scaled" Design in Major Activity Centers

In a culture oriented to personal transportation, urban development often consumes large areas of land. People in the west enjoy privacy and the sense of openness provided by the landscape. But we also thrive on the human scale of more intimate environments. City environments should



provide choice – places that offer both walkable scale and greater space. Even when densities are low, careful design and planning can create environments that are both efficient and a pleasure to experience. Our landscape can accommodate cars and large-format retail without being dominated by parking lots, traffic noise, and separated buildings that do not relate to each other. Well-planned, large-scale commercial and industrial developments are important to future economic growth, but can have detail and scale that learn from the quality of traditional town-building.

Mixes Land Uses

In central Hays, radiating from the 13th and Main intersection, residential, retail, public, and even light industrial uses are located near each other. However, low-density, dispersed growth tends to separate land uses into distinct "zones." The original zoning concept, first enacted in New York City in 1916, grew out of a need to separate living places from major industries to protect the health of residents, and this is still good policy in most cases. But mixing compatible yet different uses in a modern setting creates more interesting and efficient places. Different uses with similar impact, or developed in ways that are compatible, make it possible for people to walk from home to shopping, school, church, or recreation; increase variety; reduce unnecessary energy use; increase social contact, and provides greater flexibility for builders and developers.



Creates Housing Opportunities and Choices

Even with a large student population, Hays has a fairly balanced mix of owner and renter occupied units. Over the last several years there have been several new multi-family projects but the construction market has historically favored single-family homes. New city development should provide a range of housing opportunities, enabling young households to establish themselves in Hays, families to grow, and seniors the chance to stay in their hometown. Hays has



always had a strong rental demand but restricted availability of mortgages, as a consequence of the housing finance crisis of 2008 and demographic change, are creating additional demand for multi-family development, innovative small lot single-family, and attached urban housing. Significant growth at FHSU could have a substantial impact on the city's housing market specifically the rental market. Student housing should be one component of a strategy that provides opportunities for people at all stages of life.

Keeps All Parts of the City Connected

Newer residential development often occurs in separated and sometimes isolated pods, with few street, greenway, or trail connections to other parts of the city. Often,



these neighborhoods are cut off by barriers such as major highways or railroads. New growth, especially north of Interstate 70, should avoid isolation and include connections that unite it with the established community.

Preserves Open Space and Vital Natural Areas and Manages Impact

Hays' environment can be an enormous asset that naturally attracts people. This city has acknowledged these assets through the greenway and boulevard system.



Development patterns that preserve open spaces and environmental features add value to property by increasing its desirability. Techniques that minimize impact can assure that the human-made and natural environments can coexist to the benefit of both. But even more importantly, preserving and capitalizing on the unique potential of open spaces and environmental resources helps the city preserve its soul – its room to breathe, the quality of the gifts that we have been given, and a sense that there are things beyond ourselves. But great environments need not stand pristine and unused, but should be used to add enjoyment to our lives.

Creates Transportation Options

Many communities have begun to realize the need to provide a wider range of transportation options. A completely auto-dependent city limits access of such groups as



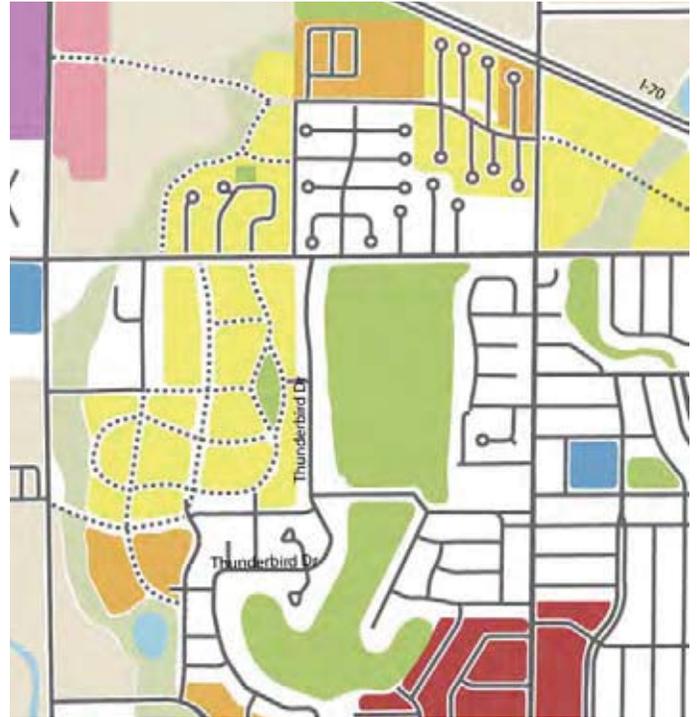
young people and seniors. An increase in the city's physical size should not reduce access. This can be realized through better coordination between land use and transportation, improving connectivity within the street network, and developing multi-modal (or complete) streets that accommodate all forms of transportation improves access to the city's features. Equally important, incorporating physical activity into the daily routine of citizens creates a healthier and more physically fit community. This outcome can be achieved through the improvements to sidewalks, the removal of ADA obstructions, and the planting of shade trees

Achieves Community and Stakeholder Collaboration in Development Decisions

Hays should be a great place to live, work, play and learn year-around. Over the years the city has developed great partnerships between the business community and com-



munity entities like the Fort Hays State University. Partnerships between neighborhoods, adjoining communities, de-



velopers, nonprofit organizations, the university, and the city will support and accelerate implementation of the Hays Plan.

DEVELOPMENT FRAMEWORK

The Development Framework for the Hays Plan is based on the smart growth principles discussed above, market projections, existing priorities, and the policy statements identified in Chapter 4. The Framework establishes the overall structure for the Plan and includes the following principles:

Balanced Residential Neighborhoods. Residential development should be focused in growth centers that are contiguous to and connected with the established city and are feasibly served by urban infrastructure.

Commercial and Industrial Growth. Commercial development should occur in areas that serve the present and future population of Hays effectively, and conveniently and capitalize on access and natural assets. Industrial growth should occur in areas that logically continue existing patterns, and have good transportation and infrastructure service.

Transportation Connectivity. The transportation system should link all parts of the city together, encourage new growth, and accommodate all modes of transportation.

Infrastructure for Growth. Water, sanitary sewer, and stormwater management systems must grow to support fu-

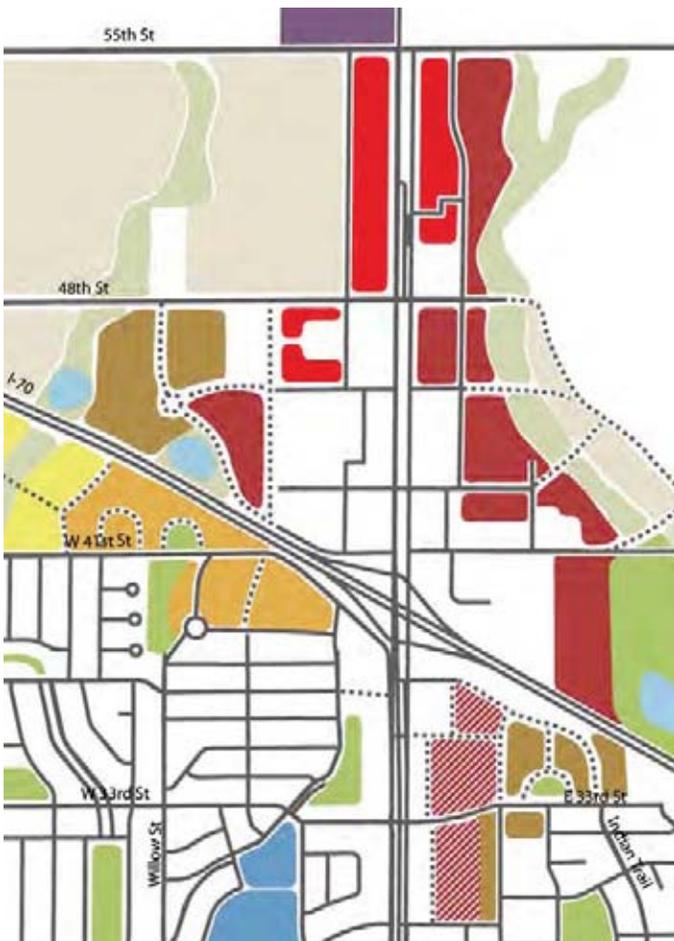
ture population and efficient expansion of the city.

The Hays Development Concept, Map 5.1, illustrates the Development Framework, described below.

BALANCED RESIDENTIAL NEIGHBORHOODS

Growth areas should be incremental, they should be connected to existing infrastructure, and they should be balanced geographically. Hays' new residential areas should provide a mix of housing types, connected to the rest of the city by streets and pathways. To the maximum degree possible, new residential areas should be contiguous to the existing urban area, permitting service by incremental utility extensions. Primary residential growth centers will include:

- *Northwest Growth Center, generally east of the bypass and west of the Country Club.* The western edge of this development area would follow the floodplain and drainage corridor, becoming a greenway on the periphery of the city. Development will likely grow out of the Smoky Hill subdivision. Connections to existing residential areas and collector streets should be assessed ahead of development. The area easily connects to 27th Street and pedestrian amenities should be part of the greenway. The new neighborhood park north of 41st Street will provide park services for the northern portion of the growth area but a small neighborhood park should serve new residents between 27th and 41st Streets. A central location north of 37th Street and Greenbriar Lane would be most appropriate.



- *North Central Growth Center, north of Interstate 70 east and west of Vine Street.* During the 20 year planning horizon this area of Hays will likely experience limited low density residential growth. The majority of the growth in this area will focus on mixed use developments that incorporates commercial and higher density residential adjacent to existing commercial uses. Characteristics of this area should include:
 - The use of best management practices for stormwater to ensure protection of established infrastructure and investments to the south.
 - Connections between commercial and residential developments and the core of the city.
 - Development of the Vineyard Road Park to meet residents' park need north of Interstate 70.
 - The use of quality materials and good landscaping, especially for projects visible from Interstate 70.
 - East/west transportation connections that are identified and reserved ahead of development.



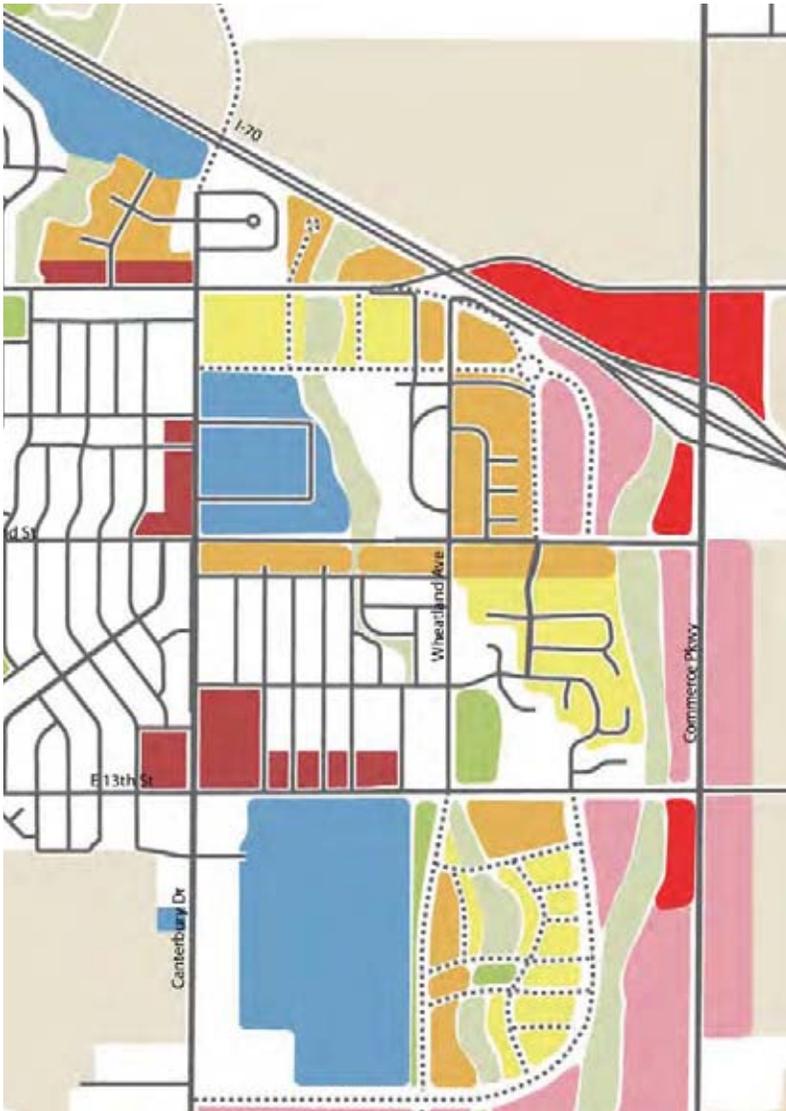
HAYS CONVENTION CENTER SITE SELECTION

During the Visioning process many residents and community leaders identified the need for a convention or conference center. Three primary alternative sites were discussed and included:

- North of Vine Street.
- In the vicinity of Hays Mall.
- Downtown Hays.

When considering locations certain criteria should be considered, including but not limited to:

- Associated hotel rooms. The meeting space and hotel rooms may not need to be in the same building but access that is protected from the weather is appropriate.
- Good visibility. Visitors need to be able to easily find the facility, therefore, visibility and easy to access from major transportation routes is important.
- Availability of retail services. This includes an array of services from basic necessities that were left at home to more specialty shopping.
- Access to other community destinations or shopping districts.



- *Eastern Growth Center, between Commerce Parkway and Canterbury Lane.* Good transportation connectivity and access to schools and jobs will continue to make this an appealing growth area. Residential development will continue in and around the Tall Grass subdivision. The areas east and north of the North Central Kansas Technical College and Hays High School.

The area along Commerce Parkway should continue to be marketed for higher-quality business park developments. Any development east of Commerce Parkway should ensure future growth is not impeded. Large lot residential on septic and well systems should be prohibited in this area.

Two significant drainage ways bisect the area and like other drainage corridors in the city should be protected and used as neighborhood amenities. The drainageways should be used as connections between sections of the city, becoming

a part of the long-term trail, bikeway, and pedestrian system.

Transportation connections to new and existing development north of Interstate 70 should provide alternatives to the Vine Street and Commerce Parkway corridors. Extension of Canterbury across the interstate and into 41st Street would provide Hays Medical Center and Hays High School with direct access to the Wal-Mart shopping area and avoid directing additional traffic onto Vine Street.

- These areas together produce approximately 809 acres for future residential development, not including opportunities within 204 acres of mixed use areas. These areas combined with infill opportunities generate enough acreage to meet the needs presented in Chapter 2.
- *Infill Development in areas underutilized or not fully developed around the city.* There are several areas within the city's existing city limits that remained undeveloped or vacant. Opportunity areas include:
 - The Hays Mall area and vacant land to the east. This is a key district for the city and opportunities for this area will be described in further detail in Chapter 6. There is potential for this area to support higher density residential if pedestrian features are designed into the development.
 - Downtown Hays and the connecting corridors to FHSU. Potential for this area is detailed in Chapter 6 and include opportunities to extend both the Chestnut Street district toward the campus and vice versa.





› Hall Village at 27th and Hall Street. The mixed-use neighborhood includes a smaller scale retailing and larger grocery store. The services in the area make it attractive to future residential development. The area would be especially appealing to older students and graduate students looking for housing and amenities situated close to campus. Development in the area should be walkable and designed to take advantage of the services in the area.

› Southwest of 13th Street and Canterbury Drive. Historically there has been no interest to develop this area nor the need for development to meet the city’s 20 year growth projections. To ensure cost effective use of urban services, any future development should allow for proper transportation connections and densities that support the use of urban services. This areas should not be “leap-frogged” by urban services, a very costly proposition for Hays residents or developers.

Land Use and Development Policies

- Provide mixed residential styles and densities to accommodate a range of housing preferences and needs.
- Incorporate neighborhood greenways into the city-wide trail and greenway system.
- Encourage infill of existing areas and a more compact development pattern
- Integrate stormwater retention facilities into greenway systems and project design to reduce stress on the city’s surface drainageways.
- Provide an interconnected street system between neighborhoods that accommodates all types of transportation and reinforces neighborhood quality and informal contact.

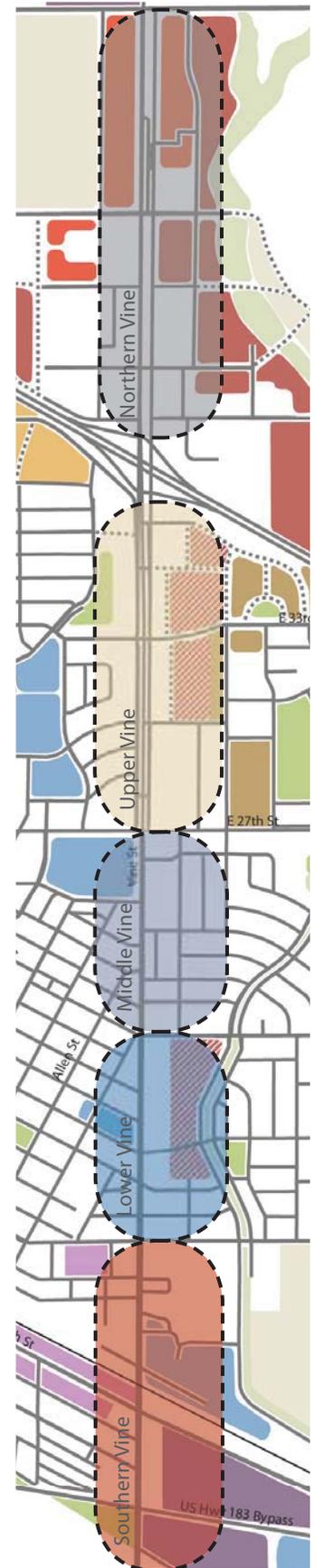


COMMERCIAL AND INDUSTRIAL GROWTH

Hays, like any fiscally healthy city, has and needs to maintain a diverse commercial and industrial base. The city has substantial opportunities, and its land use concept should provide contemporary settings for existing and new businesses and low-impact industries. These sites should use the city's transportation, educational assets, and natural resources to full advantage, and include:

- *Downtown.* The traditional core of the downtown will always be a center of commercial, civic, and entertainment for the city. Reinforcing the core of this district is central to the concept presented in Chapter 6, Key Districts.
- *Vine Street Corridor.* The Vine Street corridor can be divided into five segments, generally based on the age of the development. The corridor grew from south to north connecting the historic city with Interstate 70.
 - ▷ South Vine. The oldest section of the corridor encompasses a mix of commercial and light industrial uses adjacent to the railroad. The area between 8th Street and Old Highway 40 is dominated by industrial uses that are likely to remain during the time frame of this plan. Policies and codes should be in place to require additional landscaping as these areas change owner. Residential development, specifically the mobile home park should shift south of Reservation Road and away from the industrial and railroad conflicts. Public land in this area should also be improved with landscaping and screen of essentially industrial uses.

- ▷ Lower Vine between 13th and 22nd Streets. Conflicting turning movements and older 1950s and 1960s era commercial mixed with storage and light industrial uses behind the corridor may evolve over time and shift to more appropriate locations. Changes in ownership or major redevelopment should include access management and improved landscaping and screening. Additional access across Vine could provide better east-west connectivity and is discussed further in the Transportation Element.
- ▷ Middle Vine between 22nd and 27th Streets. This section of Vine has recently been reconstructed but dated commercial uses should be improved over the next ten to fifteen years. As properties change ownership landscaping and signage improvements should be made.
- ▷ Upper Vine between 27th Street and the interstate. This area includes the Hays Mall and other under-used commercial properties like the former Wal-Mart. Functional transportation issues need to be addressed in a way that can generate new development or redevelopment. Residential may also be a part of a key district in the city. The upper Vine Street district is further assessed in Chapter 6.
- ▷ North Vine or the Gateway District. This area encompasses the city's newest hotels and Wal-Mart. Development in this area should be more than just freestanding buildings surrounded by parking, but landscaping





and pedestrian circulation should be incorporated into projects. Incorporation of best management practices for stormwater should protect areas to the south while being incorporated into developments in a way that creates a sense of space for those visiting the area.

- *Northwest Entrance.* The construction of the sports complex means that more visitors to the city will exit the interstate at the 230th Street off-ramp. The area currently includes a mixture of uses both north and south of the interstate. Future land use will likely be oriented to visitor services and business park or industrial uses that complement existing uses. New projects in the area should make a clear statement about the quality of Hays; therefore, landscaping signage, and screening requirements should be closely reviewed. The city should create an overly district similar to that currently in place for Commerce Parkway, for this corridor.
- *Commerce Parkway.* The improvements to Commerce Parkway over the last two decades have attracted new businesses and will likely continue to do so in the future. The corridor has good access to the interstate and will be attractive for business park and light industrial uses. Much like Vine Street near Interstate 70, Commerce Parkway can be the first or only impression that visitors may have of the city. Design guidelines are in place for the corridor and should continue to be enforced.

Land Use and Development Policies

- Mixed uses along significant community corridors and within planned projects to create more efficient and diverse urban settings, and to integrate residential areas with local commercial and office services.
- Establish standards for parking, project appearance, pedestrian access, and relationship between residential and non-residential land uses.
- Incorporate Best Management Practices for stormwater within parking lot designs to control runoff, control heat-island effect, and enhance the appearance of the project.
- Encourage business park development that accommodate high-quality office, research, and limited industrial uses in marketable settings.
- Include adequate landscaping and, where necessary, buffering for new development, especially along high visibility corridors. High impact uses should be buffered from surrounding lower intensity uses.
- Preserve and utilize drainageways within developments as assets to the neighborhood, while using best management practices for stormwater run-off to protect existing developments and to preserve the quality of drainage corridors.



TRANSPORTATION CONNECTIVITY

The transportation system is Hays' most visible infrastructure investment and guides the growth of the city. Generally it is a highly connected system, but human-made barriers including Interstate 70 and the railroad, have limited street connectivity in some parts of the city. Improved connectivity unifies the city, improves access, and creates alternative routes. The transportation system is discussed in greater detail later in this section.

Transportation Policies

- Provide multimodal features that include sidewalks, trails, and bike lanes as appropriate to the street's design.
- Designate Hays' future streets ahead of development through an official map, and dedicate rights-of-way as growth occurs.
- Evaluate each development project in relation to the broader land use plan and transportation system.
- Provide new development with connections to both the major street system and to adjoining developments along local streets, avoiding isolated enclaves. Provide multiple entrances to individual developments.
- Design streets to a scale appropriate to surrounding land uses and the character of adjacent neighborhoods.

INFRASTRUCTURE FOR GROWTH

Urban infrastructure must develop to support future geographic and population growth. Chapter Three examined the city's existing water, wastewater, and stormwater systems and provided general recommendations for their rehabilitation and expansion. To support significant future development the city will need to continue to expand infrastructure. Addressing future water supply will be a key issue and should include the development of a plan that identifies benchmarks for initiation of existing sources.

OPEN SPACE AND RECREATION ACCESS

To sustain a high quality of life, Hays will build on the outdoor activities residents and visitors value. Strengthening and strategically expanding the parks and trails system equalizes service to all parts of the city. Hays has had the foresight to preserve drainage corridors in neighborhoods as assets, creating a green web within the community. This web can be expanded and improved to connect recreation features, neighborhoods, and community destinations. These amenities benefit citizens of Hays as well as university students, and visitors to Hays.

Open Space and Recreation Policies

- Use the city's street system to create a bicycle system that easily connects destinations around the city.
- Offer neighborhood park services within a maximum walking distance of one-half mile for all Hays residents.
- Provide equivalent quality park services to new growth areas, including areas north of Interstate 70.
- Preserve environmentally sensitive areas including drainage swales, native prairie, and wetlands.
- Use greenways and paths to connect neighborhoods with each other and with major community and commercial features.
- Define and market the Hays park and recreation system as a signature feature for the community.
- Secure public access to trails and pathways through easements and charitable donations rather than outright property purchases to the greatest degree possible.
- Provide clear wayfinding, park graphics and trail markers.

PLAN ELEMENTS

This section defines the specific components that implement both the Development Framework and community vision. These specific plan elements include:

- Future Land Use and Development Strategy
- Balanced Transportation
- Parks and Recreation
- Housing Policy
- Key Districts

The “key districts” considers areas of unusual opportunity for the city, including the downtown and the Upper Vine Street area. Because strategies for these areas integrates land use, redevelopment, transportation, parks and recreation, infrastructure, and economic development, recommendations for these strategic areas are presented in Chapter 6.

FUTURE LAND USE AND DEVELOPMENT STRATEGY

A Future Land Use Plan addresses three overall areas of concern:

- **Community growth**, considering land that will be converted to urban uses during the planning period. The previous Development Framework discussion identified the directions of the community growth, including residential growth centers and focuses on commercial and industrial development.
- **Strategic direction areas**, considering projects and policies for critical areas that have both land use and major public/private investment implications. These “key districts” are discussed fully in Chapter Six.
- **Managing incremental land use decisions**, establishing criteria for the location of individual uses or project types. While big ideas and directions are important, community development is implemented over the long period by hundreds of individual decisions, from where to locate a business, to whether to grant rezoning and subdivision approval. The Land Use Decision Matrix, presented in this section, provides the context for these decisions.



Future Land Use Plan

The Future Land Use Plan (Map 5.2) illustrates the proposed distribution of land uses in Hays. It represents a fusion of the community growth concept (Map 5.1), existing developed land uses, and the criteria for locating land uses presented in the Land Use Decision Matrix (Figure 5.1).

Decision Making Framework

The Future Land Use Plan (Map 5.2) and land use policies should provide both guidance and flexibility to decision makers in the land use process. A Land Use Plan provides a development vision for the city that guides decision-makers through the process of community building. However, it does not anticipate the design or specific situation of every rezoning application.

Therefore, the plan should not be an inflexible prescription of how land must be used. Instead, it provides a context that helps city administrative officials, the Planning Commission, the City Commission, and private decision-makers make logical decisions which implement the plan’s overall principles.

The Land Use Plan, the Land Use Decision Matrix (Figure 5.1), and the Compatibility Matrix (Figure 5.2) provide tools to help guide these decisions. The Land Use Decision Matrix identifies various use categories and establishes criteria for their application, which in turn are reflected by the Future Land Use Plan. The Compatibility Matrix considers the compatibility of adjacent land uses, and establishes levels of review and regulations that are necessary to help them co-exist. Together, these tools provide both needed flexibility and consistency with the plan’s overall objectives.

BALANCED TRANSPORTATION

The transportation plan for Hays should meet current and future mobility needs while enhancing the character of the city's environment. Chapter 3 discussed functional and circulation issues in the Hays network. A plan for an enhanced transportation network involves both broad policies and specific project recommendations. Overall transportation policies address:

- A Connected Network
- Problem Area Solutions
- Enhanced Urban Corridors
- Street Standards
- Balanced, Multi-Modal Transportation
- Small City Transit Options

A Connected Network

Hays should maintain a connected street network as it grows, providing numerous routes for moving around the city. A truly unified town requires good connections among neighborhoods and to activity centers. Additionally, alternative local links that reduce dependence on Vine Street for local traffic. The overall network should also encourage pedestrian and bicycle transportation, both maximizing the health benefits of active transportation and providing safe and comfortable alternatives to the car for short trips.

An official map defines the city's street network and establishes future corridors for new street construction to serve growth areas. Map 5.3, Hays Future Transportation System, proposes an official map that identifies future corridors. Further, the Transportation Plan is intended to incorporate both motorized and non-motorized components.

Elements of Hays' transportation system include:

Interstate. Interstate 70 is, of course, Hays' principal link to the region and even the nation, and its three primary interchanges are the gateways that welcome most people to the city. Chapter 6 describes development concepts that take advantage of the Vine Street gateways. This plan does not anticipate additional major work on the main line or interchanges. However, safe functional performance and clear visitor orientation when travelers exit the interstate are essential to traffic system operations.

Principle Arterials. Principle arterials are the crossroads corridors of Hays: Vine Street; Highway 183 bypass; 8th Street; 13th Street from Hall Street to Commerce Parkway; 22nd Street east of Vine Street; 27th Street from Canterbury Drive to the Highway 183 bypass; 48th Street from Hall west to an extended Canterbury Drive; Hall Street; Canterbury Drive; and Commerce Parkway. Priorities for principal arterials include improved access management, wayfinding, and corridor enhancement. Long term improvements to the system include:

- Canterbury Drive extension across Interstate 70 into the 48th Street connecting to the hospital, Sternberg Museum, and the high school with the commercial area north of I-70.
- Improved Hall Street overpass connection 41st Street and north side development. Pedestrian access here will be important.
- Vine Street access improvements, specially related to the frontage road in the Upper Vine Street area.



Minor Arterials. While the Interstate and major arterials connect Hays to the region and include the city's major crossroads highways, minor arterials distribute traffic around the city from these thoroughfares. These streets typically have moderate volumes and in Hays are typically two-lane facilities. Major street investments proposed by this plan reinforce the minor arterial system and provide alternative local through routes. Primary extensions should include:

- Wheatland Drive north into an extend 27th Street and south into new development areas.
- Indian Trails north and west connecting to Vine Street.

This proposed network serves existing and future urbanized areas with interconnected loops that link to the principal arterials. As such, it provides the street connectivity that can help the Hays system function well under even exceptional circumstances and reduce the current reliance on principal arterials.

Collector system. The collector system augments the principal and minor arterial system by serving as access conduits through neighborhoods. They offer continuity for relatively short trips to destinations and higher order streets, and also are particularly well-suited for bicycle transportation. The collector street system should be extended into the future growth areas, connecting new neighborhoods to the arterial system.

These links continue the concept of creating a circulation system that minimizes dead-ends and provides loops and connections and alternatives to the arterial system.

Problem Area Solutions

The earlier traffic analysis shows that the overall Hays system generally provides a high “level of service.” However, the network is not trouble-free by any means and Chapter 3 identifies issues with street configurations that create conflicts between motorists. The 2004 Transportation Plan addresses a number of these issues. This plan focuses on strategic areas that can have a significant impact on surrounding development.



- *Upper Vine Access Road.* As development has occurred within the Vine Street corridor entrances to developments were not always aligned resulting in numerous curb cuts and conflicting turning movements. To address this issue frontage roads have historically been used. This was the case in the Upper Vine Street area. However, the limited amount of right-of-way in the area resulted in insufficient



space for stacking cars and just as many, if not more, traffic conflicts. Two possible approaches to addressing this problem are presented in Chapter 6, Key Districts.

- *32nd and 33rd Streets Intersection.* These two streets currently “T” into Vine Street. A concept for connecting these two streets and eliminating one of the traffic signals is pre-



sented in Chapter 6.

- *41st Street.* Improvements for this corridor are planned and should be implemented in the near term. Current plan for the corridor include sidewalk and trail features that should not be removed from the final implementation.
- *Overbuilt Streets.* These streets are often too wide, have too many lanes, or more capacity than current traffic volumes warrant, often encouraging speeding. Traffic can be managed better and calmed by lane dieting which reduces or narrows lanes. One way to do this is to add bike lanes which would be appropriate for streets like 13th or Douglas Streets.

Enhanced Urban Corridors and Green Streets

Gateways. Hays should maintain good design quality along its major community corridors, allowing them to serve as attractive gateways into the town and supporting the business and community environment. These corridors, most notably the Vine, Commerce Parkway and Highway 183 present “front doors” to visitors and help define the image of the city to potential investors, businesses, and residents. General land use and development policies for the Vine Street entrance are described in this chapter and in Chapter 7.



Green Streets. Hays’ Green Streets follow the city’s drainage pattern creating unique neighborhood features. These corridors should be extended when possible and celebrated as neighborhood amenities. Good landscaping and maintenance practices should not only make them high demand residential areas but also demonstrate the best practices in stormwater management.



The Historic Bricks. Hays should continue to preserve the historic brick streets for both the quality and safety reasons. The brick streets create a historic and unique feel to neighborhoods that is often prized by homeowners. The naturally bumpy nature of the surface also slows traffic, creating safer neighborhoods.

Street Standards

Hays should develop and enforce street standards that are both functionally appropriate and relate to the role of the street in the city. These standards should:

- *Protect life safety services while not oversizing streets.* Overly wide streets encourage higher than appropriate speeds that also create safety problems. Parking controls and limitations to one side are tools that can help maintain emergency access and control speeds.



Overly wide streets encourage higher than appropriate speeds that also create safety problems.

- *Reflect the context and role of the street in the system.* Transportation standards often mandate specific width and design standards for different street classifications without regard to the specific urban context. However, an “arterial” like 8th Street in the downtown is different from an “arterial” like Vine Street because of the differing nature of surrounding uses, traffic mix and performance, connections to other corridors, and frequency of vulnerable users like children, pedestrians, and bicyclists. Variables include street and lane width, parking, landscaping, and building lines. Finally, the design of streets should reflect desired performance. For example, wide streets in residential settings tend to increase traffic speeds and development costs.
- *Accommodate active transportation modes.* The city’s transportation system should encourage alternative transportation modes for appropriate trips – short distances that do not require automobile travel, for example, or trips in good weather. Therefore, street standards should include reasonable accommodations for non-motorized users. The concept of “complete streets,” multi-modal facilities that serve vehicular traffic, bicycles, and pedestrians in an attractive public environment, should be integrated into the transportation, park, and pathway networks of the city.

Balanced, Multi-Modal Transportation

Hays' neighborhoods, activity centers, civic districts, and major open spaces should be linked by a balanced transportation network that integrates motor vehicles, pedestrians, bicycles, motorized wheelchairs, and other low-speed "personal mobility vehicles." An active transportation network (including pedestrian, bicycle, and potentially public transportation) connected to land use and development, both increases mobility and helps create a sustainable and healthy city. Residents also identified trails and bicycle infrastructure as a community priority.

From a development perspective, a system that encourages multi-modal transportation includes:

- Public infrastructure that connects neighborhoods and destinations;
- Elimination of barriers that discourage or obstruct pedestrians and cyclists;
- Project designs that provide safe and pleasant passage from the public to private realm.

The success of pedestrian and bicycle transportation systems can be measured by five key criteria:

- *Directness.* The system should provide relatively direct routes to destinations without taking people far out of their way.
- *Integrity.* The system should connect to places and provide continuity, rather than leaving users in dead ends or uncomfortable places.
- *Safety.* The system should be physically safe to its users and not present hazardous conditions.
- *Comfort.* The system should understand the various capabilities and comfort levels of its users. For example, senior citizens may take a relatively long time to cross a street, and some bicyclists are not comfortable riding in mixed traffic. The system should reflect these differences.
- *Experience.* The system should provide users with a pleasant and scenic experience.

The plan identifies the elements of an active transportation system that is closely tied to the city's future development pattern. Additionally, a detailed Bike Hays Plan was developed to address an identified community priority. Additional active transportation accommodations should be made over time and fall within the following categories:



Multi-Purpose Trails. These facilities are physically separated from motor vehicle traffic, and are distinguished from roadside paths or sidepaths, by mostly operating independently of streets and road rights-of-way. The existing Hays Trails Plan identifies a system of multi-use trails that should be developed and implemented over time based on priority connections and funding.



Rendering of a sidepath

Sidepaths. Sidepaths are multi-purpose paths separated from but along the side of roads and streets, usually found within or immediately adjacent to the street right-of-way. Most sidepaths provide two-way operation, and in theory accommodate the same user groups as separated multi-use trails. Sidepaths are popular because they minimize land acquisition cost and property-owner opposition, and address the concerns of some bicyclists who are uncomfortable riding in mixed traffic. On the other hand, they present novel traffic conflicts that require thoughtful design solutions. Although this approach is not specifically recommended in the first phase of the Bike Hays plan it may be an applicable approach as the system expands.



PARKS & RECREATION

Hays' residents enjoy access to a variety of park and recreation facilities, including the excellent Frontier Park and Bickle/Schmidt Sports Complex. Parks and recreation are a vital component of community life; therefore, it is essential that the city provide additional facilities as the community grows. This expansion is necessary to maintain a high level of park and recreation services boosts the city's competitive position for attracting both residents and visitors.

Park System Enhancements

Map 5.4 illustrates Hays' Parks and Greenways Plan, addressing both existing facility improvements and long term system enhancements. Major recommendations for the system follow.

Existing Facility Enhancements

- *Establish a systematic park improvement program, with site rehabilitation projects scheduled on a regular basis through the capital improvements program.* Establish priorities based on criteria; examples of priority criteria include elimination of safety hazards, need to provide facilities for underserved geographic areas, and replacement or enhancement of features that receive intensive use.
- *Develop Vineyard Road Park.* This should be done in phases as services are needed and development occurs on the north side of the interstate. The first component should be the development of a trail that connects into the Sternberg Museum Trail.
- *Master plan and incorporate the property west of Kiwanis Park into the city's park system.*
- *Install restrooms in high use facilities.*
- *Identify a location for a larger enclosed pavilion available to residents for rental.*

Long Term System Enhancements

- *Incorporate neighborhood parks and open spaces into the detailed design of new residential development areas.* For example, projected growth areas west of the Country Club and south of 13th Street.
- *Implement the trail and pathway system proposed above in the transportation element.* The bike system has both recreation and transportation benefits, and incorporating physical activity into people's daily routine is an effective way of improving community wellness.

Sidepaths and on-street routes have somewhat greater transportation than recreation impact. However, these segments promote active trips to recreational facilities, and should also be seen as part of the city's coordinated open space network.

Neighborhood Park Policy

Hays should reevaluate the existing neighborhood park acquisition and financing policy to ensure the reservation of well-located and appropriately sized open spaces. The current policy has resulted in small mini-parks being dedicated by developers. The usefulness of the land can also be an issue, with sites that cannot be used because of drainageways or steep slopes. Elements of a neighborhood park policy are:

- *A menu of recreational facilities to be accommodated by the park.* A potential facility menu may include:
 - At least one acre of unstructured multi-purpose space, including a flat, unobstructed practice/play area.





- Picnic area with shelter.
 - Drinking fountain.
 - Toddler’s and children’s playgrounds.
 - Informal ballfield. In very informal settings, a backstop at the edge of the multi-purpose space may suffice.
 - Basketball or multi-purpose courts.
 - Walking paths and sidewalk.
 - Lighting.
 - Tree planting and landscaping.
 - Grading and seeding.
 - Site furnishings.
- *Site criteria.* These define minimum park size, street exposure, trail connections, limits on the amount of land that may be reserved for stormwater management, and location and access to the rest of the development.
 - *A dedication and financing policy.* These define the responsibility that developers have for implementing neighborhood parks and methods by which they can satisfy those responsibilities. Generally, an equitable policy apportions cost in proportion to the impact that the project and its residents have on the city’s park services.

Park Dedication Approach

A neighborhood park development policy can use one of two approaches: dedication based on parkland need per person or as a percentage of the total development area.

1. Approach I: Parkland per Person

Step 1. Determine persons per household averages, usually by dwelling type. In 2010, Hays had an overall average of 2.25 persons per household, with 2.49 persons per owner occupied unit and 1.9 per renter-occupied unit. In a system with contributions based on park impact, single-family units place greater demands on the system than

multi-family units because they generally house more people per unit.

Step 2. Establish parkland acreage responsibility based on Hays’ existing level of service per 1,000 population standard. Hays provides almost 20 acres per 1,000 people for all park land, but a standard that focuses only on neighborhood parks could be substantially smaller. Local policy could also change the park dedication responsibility. For example, the city may adopt a program based on a 50/50 private/public sector split.

Step 3. Use the adopted standard to calculate the probable population of the development and its park dedication responsibility. Two methods may be used:

1) Count actual lots in proposed subdivision/development, determine total population, and multiply by the parkland acres/1,000 people standard to determine required dedication; or

2) Use the minimum lot size in the applicable zoning district to arrive at a project Net Density, determine total population, and multiply by Parkland Acre/1000 population standard to determine required dedication.

As an example, if Hays established a neighborhood park standard of 5 acres per 1,000 people, a subdivision with a probable population of 500 people would be required to dedicate 2.5 acres of park.

2. Approach II: Parkland as a Percentage of Development Area

Under this approach the city establishes the required amount of parkland as a percentage of the total development area, varying the percentage in accordance with the minimum lot area per unit. Figure 5.3 provides an example of this approach.

The “Benefit Fee” Concept

Figure 5.3: Parkland as a % of Development Area: Example

Average Lot Area (SF)	Parkland as % of Total Land Area
25,000 and over	3%
8,000 - 24,999	5%
2,500-7,999	10%

Source: RDG Planning & Design, 2011



In cities like Hays, individual developments are typically relatively small. As a result, using a land dedication requirement to satisfy requirements for new neighborhood parks could produce a number of miniparks that are too small to be useful and increase maintenance costs for the city. Thus, a “benefit fee” system by which a development pays its proportionate share for acquisition and development of a new park produces more useful facilities.

In this concept, the city selects and purchases a site that serves a larger development area. Instead of dedicating land, each subsequent development contributes to the cost of acquiring and developing the site, based on their proportional benefit. For example, if the cost of acquiring and developing a five acre neighborhood park that serves 1,000 people is \$400,000 (or \$400 per capita), and that three people are determined to live on the average single-family lot, the average single-family lot would pay a park development fee of \$1,200 (or \$400 x 3) at the time of development. This is based on a 100% allocation of neighborhood park cost to the development; as discussed above, the city could establish a cost-sharing approach that would reduce this proportionate contribution.

Other Funding Alternatives

Other financing sources can contribute to the growth and improvement of Hays’ park system, including:

- *General Obligation (GO) Bonds.* GO bonds obligate general tax revenues toward retirement, and represent the highest level of security to bondholders. Issuance of GO bonds requires voter approval. These bonds typically form the core of park financing mechanisms, with proceeds used for a variety of rehabilitation and development purposes.
- *Transportation Enhancements (TE).* TE funds are appropriated through federal transportation legislation (SAFETEA-LU and successor programs) for trails, corridor beautification, and enhancement. This program is administered through the Kansas Department of Transportation and provides 80% funding for approved projects. Match-

ing funds are typically provided through general obligation park bonds. Projects funded by TE funds must have a demonstrable transportation function. The Recreational Trails Program (RTP) of the US Department of the Interior, can finance projects that have solely recreational uses.

- *Surface Transportation Program (STP).* This is the primary federal road financing program, also appropriated through SAFETEA-LU and successor programs. STP funds may be used for path facilities that are developed as part of a major transportation corridor, and unlike TE, can finance trails for motorized users.
- *Private Foundations and Contributions.* Foundations and private donors can be significant contributors to park development, especially for unique facilities or for major community quality of life features.



The Green Environment

Hays should look at ways to create an “oasis” in western Kansas. While hot dry and windy stretches are common to western Kansas, Hays should create an environment that is an oasis for residents and visitors. This should include protection of natural resources and expansion of the urban forest.



- *Natural Resources Areas and Other Open Spaces.* Hays should protect environmental resources like wetlands and incorporate stormwater management into its green network. Stormwater management cannot be limited to specific sites; controlling the impact of runoff on downstream environment minimizes ponding, flooding, and inflow and infiltration problems, and protects the quality of the Big Creek environment.



- *Best Management Practices (BMPs).* These approaches to stormwater management provide amenities, control runoff volumes into area drainage corridors, and improve the quality of the water discharged into public waterways. Preservation of wetlands, steep slopes, and native prairie also add to a city's biodiversity and open space system. Site-specific features such as bioswales, porous pavements, and rain gardens have both practical benefits and improve the city's environmental quality.

- *Green Streets.* Hays system of green streets (Lincoln Drive, Canal Drive, General Custer Road) should be extended into developing areas. These streets should be
 - › Celebrate stormwater management with special street landscape plantings and maintenance requirements.
 - › Multi-modal streets that accommodate vehicular traffic, bicycles, and pedestrians in an attractive public environment.



- *Urban Forestation.* While significant tree canopies outside of the draws were not native to western Kansas an urban tree canopy is very important to off-set the heat that is reflected off the built environment and provide winter wind breaks. A good tree canopy provides aesthetic, economic, and environmental benefits to a community which appeal to future residents and businesses. The city should work with residents to preserve and expand the city's existing street canopy. At the same time the city needs to continue to emphasize the use of native species. Hays' arid climate and awareness of water conservation make it especially important the trees should be native and require minimal to no irrigation. To improve the quality of its urban forest, Hays should:
 - › Inventory its existing tree canopy.
 - › Work with organizations, agencies, and civic groups to identify grants and other funding sources to plant street trees in residential areas.
 - › Continue to incorporate tree plantings into corridor enhancement programs and redevelopment projects.



HOUSING POLICY

Providing a range of affordable housing settings supports economic development efforts and is fundamental to providing safe and affordable workforce housing. Preservation of existing housing and construction of new housing to support growth are the twin facets of housing policy. Large-scale strategies, such as identifying growth areas and developing supporting transportation networks, community facilities, and utility infrastructure, are critical to housing development. Yet gaps exist in the current housing market in Hays and other communities that require special attention. This section's recommendations, when combined with existing programs, can help address major residential priorities.

The city's primary housing challenges are:

- › Increasing the quantity and quality of diverse housing choices available to Hays' present and prospective residents.
- › Expanding the supply of gateway or entry level housing that allows residents to build equity in the community.
- › Creating housing strategies that will allow the city to effectively absorb significant student population growth.
- › Developing an effective, multi-faceted neighborhood conservation and rehabilitation program.

An outline for a residential strategy that addresses these challenges follows.

A Variety of Housing Types

Hays should provide a variety of housing for residents at all stages of their lives, including students, young professionals and seniors. Housing variety should be integrated into new growth areas and the city's land development ordinances should provide adequate flexibility to accommodate innovative or economical designs within traditional town patterns. Since 2007 the city has experienced an increase in the number of multi-family and duplex units but there is potential

within the market to expand these options. Some of these configurations include:

- *Single-Family Attached Development.* Attached single-family units comply with densities required of the zoning district, but have common walls. Typically, lots in single-family attached developments (sometimes referred to as "zero lot line" although zero lot line structures can also be fully detached) are platted and conveyable by fee-simple title. The opposite, non-attached side yard is often larger than normal, providing a more useful yards. Common area and even exterior maintenance may be provided through a homeowners association.



Semi-Attached Units - Omaha, NE

- *Townhouses.* Townhouses, which are three or more attached units, may be developed as owner-occupied or rental housing. They provide construction and land use efficiencies, while maintaining the sense of a single-family neighborhood. This housing configuration may appeal to both younger professional households and older adults.



Townhouse Units - Manhattan, KS

- *Multi-Family Development.* Multi-family development should be integrated into the structure of new neighborhoods, rather than developed as isolated "pods" on peripheral sites. Higher-density housing should have good access to other urban resources, and be integrated into mixed use

areas. Design standards should provide a residential scale that prevent an “apartment complex” scale.

- *Small Lot Subdivisions.* Single-family attached and detached housing on smaller lots is gaining popularity across the country. This is occurring because of:



Small Lot Single-Family - Unidentified

- › Market preferences and economic necessities for more affordable, smaller homes.
- › Aging baby boomers looking for smaller homes with less yard maintenance.
- › An emerging interest in traditional housing styles that provide a more urban feel and a sense of neighborhood.

Gateway Housing

Hays can distinguish itself in the competition for top talent by producing “gateway” housing that encourages young households in the region to build equity in the city. While many communities in western Kansas struggle to attract educated young adults, a phenomenon referred to as “brain drain,” Hays has many amenities that are attractive to this population. The University, a vibrant arts community and quality job market make the city economically competitive. Housing for this market, however, has been a struggle. The competition for rental units that the student population creates and a construction market that has focused mostly on custom built single family detached units leaves few options for entry level housing.

At the same time, changing housing markets and tighter underwriting standards are causing a rebirth in rental housing demand and placing a greater emphasis on moderately-priced ownership settings. Physically, this demand is satisfied by some of the housing types discussed above.

Even rental housing may include an equity feature. Rent-to-own developments escrow a portion of rent payments into an equity account that, after several years, provides resources for a downpayment. These projects may use tax credit financing for the initial units. Any unit developed with tax credits must remain in eligible renter occupancy for 15 years. Rent-to-own developments can be an especially effective form of



Rent-to-Own Housing; Wayne, NE

“gateway housing” – providing young households an avenue for both settling and building equity in Hays.

Unfortunately, the private housing market often does not effectively produce these needed housing products. Although Hays has experienced an increase in market rate rental housing in the last five years a demand remains and will only increase with growth at the University. In addition, the construction of speculative, moderate-cost housing poses maximum uncertainty and minimum return to private homebuilders. Components of a delivery strategy to address these issues may include:

- A financing consortium to support affordable housing development, often through the use of construction financing funds and (increasingly with the possible demise of FNMA) permanent mortgage financing.
- A local housing development corporation that is capable of partnering with private developers and builders to deliver moderately-priced housing. Such corporations, the residential equivalent of economic development corporations, have preferential access to some financing tools, such as low-income housing tax credits, if organized as community housing development organizations (CHDO).
- Designation of a Rural Housing Incentive District (RHID) to encourage the development or renovation of housing. The program allows the city to directly assist in the financing or public improvements necessary to support housing development or rehabilitation within a designated district. The city may issue special obligation bonds to fund acquisition, relocation assistance, site preparation, sanitary and storm sewer improvements, street improvements, lighting, utility work within the public right-of-way, or sidewalks.

Senior Housing

During the visioning process the lack of senior-oriented housing and the potential to attract seniors from the region was identified as a strategic opportunity. Hays offers an excellent environment for seniors, including regional medical services and a vibrant arts community. Fort Hays State University also makes the city highly attractive and competitive to seniors. Universities around the country are capitalizing on the growing number of seniors by attracting retirement age alumni back to communities. Seniors can return to a place that has special meaning to them, is likely close to family or where they grew up, offers expanded education opportunities, and provides quality community services. The university also has an opportunity to tap into a group of educated and experienced individuals that add to the learning environment on campus.

Senior Housing Policies

- The city should encourage the construction of both independent and assisted living residential development for seniors. The city should work with the Ellis County Coalition for Economic Development, the Hays Board of Realtors, and private developers, possibly with the assistance of a housing development corporation, to develop new senior housing.
- Affordability problems are often most severe among fixed-income elderly. The city should continue to work closely with residents to identify programs and needs among the city's elderly population, and to investigate innovative approaches to developing affordable senior housing. Under one concept, the housing development corporation could purchase the resident's existing house for rehabilitation and resale to a young household, and apply all or part of the purchase proceeds to rent or equity in the new senior setting.

Neighborhood Conservation

Hays has an excellent housing stock and high quality older neighborhoods. Often neighborhoods adjacent to Universities struggle with housing quality, parking and the interaction between young adults on their own for the first time and established home owners. Hays has experienced some of these issues but generally the historic University neighborhood has remained strong.

To protect and sustain the city's older neighborhoods, Hays should implement neighborhood conservation programs, including rehabilitation programs. The built housing sup-



ply is the city's largest single capital investment, and its preservation is essential to maintaining residential affordability. Neighborhood conservation strategies include:

- **Neighborhood Revitalization Program.** By establishing a neighborhood revitalization area property owners can request a 10 year tax rebate on property improvements in the area. This tool encourages reinvestment in properties without the immediate threat of increased tax burden. A plan has been established for the historic University Neighborhood and should be promoted to residents.
- **Land Use Policies.** Hays should maintain zoning and land use policies that protect the integrity of its neighborhoods. New zoning proposals should be evaluated with a view toward their effect on surrounding neighborhoods. The zoning ordinance should encourage project design that reduces land use conflicts between residential and other uses; and should establish buffering and screening standards to minimize external effects on neighborhoods.
- **Rehabilitation.** Hays should develop rehabilitation programs (including the use of private loans leveraged by Community Development Block Grant and HOME funds) to promote the stabilization of housing stock that is in need of significant rehabilitation. These programs should emphasize the leveraging of private funds to extend the use of scarce public resources.
- **Infill Development.** Although Hays has a very limited supply of infill lots the city should encourage the development and redevelopment of vacant lots and underutilized sites within the existing city. Infill lots use existing infrastructure, reducing costs and using city services more efficiently than greenfield growth.

Student Housing

The demand for housing by FHSU students has remained fairly constant over the last two decades. While the University's on-line student population has grown significantly in the last decade the on-campus or those living in Hays has remained fairly static. Strategic investments and initiatives by the University aim to grow the on-campus student population in the next ten years. These growth projections, as outlined in Chapter 1, could have the greatest impact on the city with regards to the housing market. Construction of on-campus student housing will absorb some of this demand but a great number of these students could end up looking for housing within the city. The city should work closely with the University and private developers to monitor and address this demand. Partnerships need to be in place to ensure that housing prices do not dramatically increase or that lower quality units do not remain unimproved or removed from the market.

Within the Future Land Use Plan there are several strategic locations that this demand could be met.

1. *Core to Campus Corridor.* This key district outlined in Chapter 6 offers excellent opportunities for new residential development for young professionals, retirees, and at sites closest to the campus, students. These opportunities are described in greater detail in the following chapter but should be walkable and connected to campus, downtown, and the 27th and Hall Street shopping area.
2. *27th & Hall Street.* This area has an existing stock of quality rental housing and the opportunity for more that would be especially appealing to older or married students.
3. *Upper Vine.* The area north and east of Hays Mall has the potential to support a diverse mix of housing types. The distance from the campus would likely make it more appealing to older students and faculty but could be a truly mixed income and mixed generation development. The potential for this area is described further in Chapter 6.

Downtown Housing

Communities of all sizes have proven the popularity of downtown housing and its ability to play an important role in business district reinvestment. Downtown housing can also take advantage of specific incentives such as historic tax credits that provide additional equity in projects. Downtown Hays and the Chestnut Street District have the potential for both new construction of vacant or under-utilized spaces and upper story conversion.



- *Upper Story Rehabilitation.* The use of upper stories for residential is one of the most effective ways to enliven and energize a downtown district. Residents in the district bring people to the streets after traditional office hours. There are some challenges that must be addressed, including;
 - *Parking.* Downtown Hays has adequate parking for businesses in the district but parking for residential units has to be adjacent to the building or even enclosed.
 - *Access.* Meeting fire codes can be a challenge in some upper story conversions but life safety has to be a priority. These code requirements may impact the number or layout of apartments. Modifications to buildings, such as additional exits, must also be balanced against the design integrity of the building and the downtown district.
 - *Facade Improvements.* Over the past several years building rehabilitations in the downtown have demonstrated the potential of this strategy. Facade improvements should be done in a manner that is sensitive to the historic features of the building, elevating the quality and feel of the entire district. Exterior building improvements will also support the leasing and leasing rates necessary to support downtown conversions.

Site specific opportunities for housing in the downtown are detailed in Chapter 6 Key Districts.

Commission Work Session Agenda

Memo

From: Toby Dougherty, City Manager

Work Session: February 5, 2013

Subject: Overland Property Group, LLC – Resolution of Support and RHID Request

Person(s) Responsible: Matthew Gillam, Overland Property Group, LLC

Summary

Overland Property Group, LLC has submitted an application for tax credits to help finance the construction of additional apartments in Hays. Their proposal is for the development of rental housing to be located south on East 22nd Street, directly south of Hays Medical. This housing development will contain up to 32 units. As part of the tax credit process, Overland Property Group is asking for a Resolution of Support from the City of Hays for submission in February.

As a secondary request they are asking for the creation of a Rural Housing Incentive District (RHID) to fill necessary financing gaps. The RHID request is for May which allows further study and consideration if desired. Staff has developed a white paper of the economic development tool. If further investigation of a policy is warranted it will be placed on a future work session.

Background

In 2006, 2008, and 2010 the Commission approved resolutions of support for similar requests from Overland Property Group for the development of affordable housing along South Main (Stonepost Apartments) which were also financed with tax credits. Currently the group owns 63 units in Hays. A resolution was approved in 2012 however those credits never came to fruition.

Discussion

The Overland Property Group is applying for tax credits and is formally requesting a resolution of support from the City of Hays. The request is for the development of an apartment complex containing 32 units at a site currently outside the city limits and zoned Agricultural. The proposed development will resemble the structure of the current Stonepost Apartments.

The units would be 2 and 3 bedroom units with a floor plan of 980 sq. ft. and 1160- sq. ft. respectfully. A rough site plan showing the possible development and its location is attached.

Notification of approved tax credits are given in May. If tax credits are approved the Overland Property Group would request a plat, annexation and rezoning of the property.

This year Overland Property Group has asked for a Rural Housing Incentive District (RHID) to fill necessary funding gaps. Staff will provide a subsequent white paper on this issue based on similar community policies. The confirmation of such economic tool is needed for their May submission. This gives Commission time for consideration and study of the economic tool and potential use.

Legal Consideration

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

Financial Consideration

An application has been submitted to the Kansas Housing Resources Corporation for low and moderate income Housing Tax Credits to help finance the construction of additional affordable housing in Hays.

Options

- 1) Approve the Resolution of Support for the construction of additional affordable housing in Hays.
- 2) Deny the request for a signed Resolution of Support for this project.

Recommendation

N/A

Action Requested

Consider approving the resolution in support of the housing development proposed by Overland Property Group, LLC.

Supporting Documentation

Letter from Matthew Gilliam, Overland Property Group, LLC
Site Map
Resolution of Support
Rural Housing Incentive District White Paper



City of Hays
Paul Briseno
Assistant City Manager
1507 Main Street
Hays, Ks 67601

Re: Overland Property Group – Multi-Family Development in East Hays

Dear Mr. Briseno:

Overland Property Group is currently pursuing section 42 tax credits for the possible development of an additional apartment community on the east side of Hays. The apartment buildings will closely resemble Stonepost Apartments. (an Overland Property Group Community in Hays) This new community will also closely resemble the rent structure of Stonepost apartments. The first phase would feature 2 buildings (each containing 16 units, 32 units total) and a clubhouse. Overland Property Group takes great pride in the construction, development and management of our properties, continually setting the bar higher with each new property. The apartments we plan to develop in east Hays would be 2 and 3 bedroom units, 980 sq ft. for a 2 bedroom and 1160 sq ft. for a 3 bedroom. Fitted with knotty alder cabinets, ample interior and exterior storage, Certified Energy Star apartments (appliances, HVAC, and unit construction), washer and dryer included in each apartment, walk in closet in master, along with countless others. I have attached a very rough site plan showing the possible development and its location. To continue the application process we would like to request a resolution of support from the City of Hays. Along with this resolution we would also request the City of Hays utilize a RHID (Rural Housing Incentive District) on the proposed site. We are excited about the future possibilities in Hays and look forward to exploring these with you in greater depth in the future. If you have any questions please feel free to call me anytime at 785-371-1663 or email me at matt@ovpgroup.com. Thanks!

A handwritten signature in blue ink, appearing to read 'Matt Gillam', is written over a light blue circular watermark that contains the Overland Property Group logo.

Matt Gillam
Development Coordinator
Overland Property Group, LLC



Overland Property Group

AFFORDABLE WORKFORCE SENIOR MULTI-FAMILY

DEVELOPING + OPPORTUNITIES
Building + Success

Overland Property Group, founded in 2002, has offices in Overland Park & Topeka KS and now Dallas TX. From market analysis, site selection, financing, design and construction to marketing and management, OPG has become not only one of the fastest growing firms in the Midwest but also the most sophisticated. As one of the largest owner/developers in the Region, OPG has more than 25 developments, totaling over 1,500 units and \$130 million of both "affordable" and "market-rate" apartments.



"They're a proven quantity to us now...we'd more than happy to work with OPG again."

- KEN STROBEL
CITY MANAGER - DODGE CITY

(785) 371-1663

TOPEKA - OVERLAND PARK - DALLAS
ovpgroup.com

OPG has a diverse portfolio with rental communities ranging from 12 to 240 units. Today, OPG's portfolio is comprised mainly of affordable Section 42 multi-family & senior developments as well as a large portion of market rate / workforce properties. OPG is very proud of the variety of rental home communities we own and manage.



- OVER 1,500 UNITS
- \$130 MILLION+ PORTFOLIO
- MULTIPLE AWARDS

"We couldn't be happier with what this project has meant to our community."

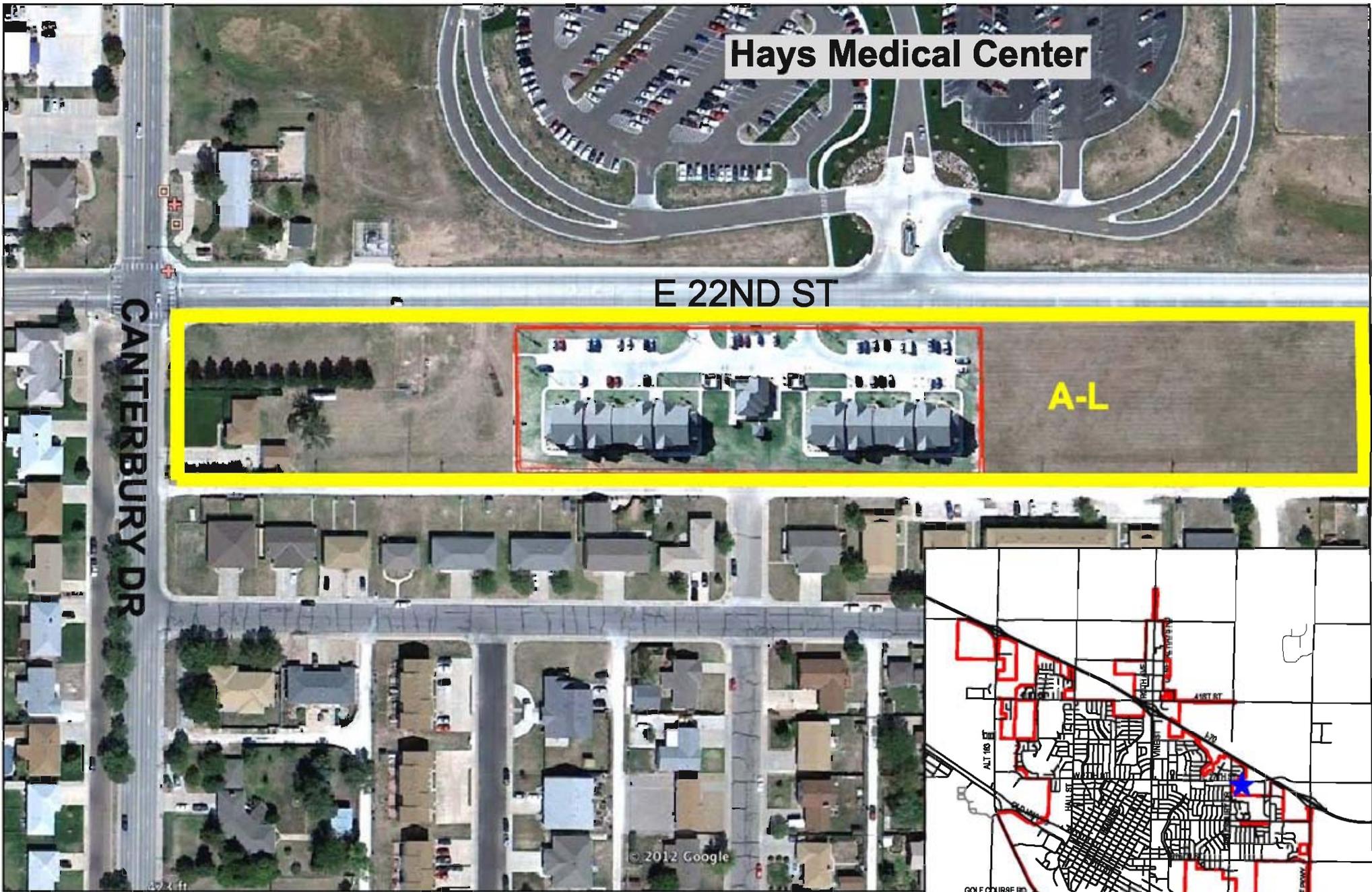
- MONTE SHADWICK
MAYOR - SALINA, KS

Hays Medical Center

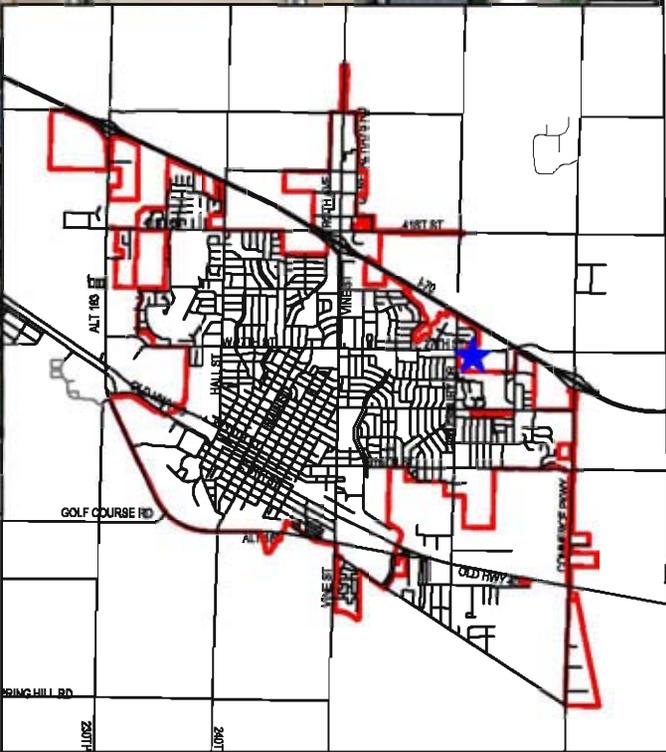
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RESOLUTION NO. 2013-

WHEREAS, the City of Hays, Kansas has been informed by Overland Property Group, L.L.C. that a housing tax credit application will be filed with the Kansas Housing Resources Corporation for the development of affordable rental housing to be located South of East 22nd Street in Hays, Kansas.

WHEREAS, this housing development will contain up to 32 units;

WHEREAS, the units will be targeted to low-income families;

WHEREAS, the development will be a new construction;

WHEREAS, the property will have the following amenities: washer/dryer in units, patio/deck, landscaping, frost-free refrigerator with icemaker, walk-in closets, central air, disposal, cable television access, and internet access;

NOW, THEREFORE, BE IT RESOLVED by the City of Hays Governing Body that we support and approve the development of the aforesaid housing in our community, subject to City ordinances and the building permit process. This resolution is effective until February 23, 2014. In the event that any of the characteristics mentioned above should change prior to the issuance of a building permit, this resolution is null and void.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, this 24th day of February, 2013.

[Seal]

CITY OF HAYS, KANSAS

TROY HICKMAN
Mayor

Attest:

DORIS WING
City Clerk

Memo

To: City Commission
From: Paul Briseno, Assistant City Manager
Date: 1-28-13
Re: Rural Housing Incentive District (RHID)

The Housing Study and Comprehensive Plan process realized a housing and renter unit shortage in various income distributions. The Rural Housing Incentive District (RHID) was a recommended funding mechanism outlined in these studies. This incentive encourages the development or renovation of housing. The program allows the City to directly assist in the financing or public improvement necessary to support housing development or rehabilitation within a designated district. The development captures 100% of incremental real property taxes created by the development to pay for permitted uses detailed below.

Garden City and Dodge City have provided staff with implemented RHID policies that have been used to develop various housing identified by their needs analysis. Gilmore and Bell supplied a copy of Victoria's RHID as well.

A summary of an RHID is detailed below. The information was gathered from a Gilmore and Bell presentation. Should the Commission be interested in such a tool, Gilmore and Bell assistance constructing a policy would be requested.

Background

- Created in 1998
- Authorized for any city in Kansas with a population less than 40,000
- Defined by the City or County establishing the District
- City must demonstrate by a housing needs analysis:
 - Shortage of quality housing
 - Shortage is expected to persist
 - Shortage is a substantial deterrent to future economic growth
 - Development of quality housing dependent on incentives
- Secretary of Commerce must agree with findings
- Must adopt a redevelopment plan, including:

- Public hearing must be held
- School District and County have a veto like TIF
- Special Obligation Bonds may be issued

Permitted Use

- Acquisition of property (**eminent domain prohibited**)
- Payment of relocation assistance
- Site preparation
- Sanitary and storm sewers and lift stations
- Drainage conduits, channels and levees
- Street grading, paving, curbs and gutters
- Street lighting
- Underground public or private utilities
- Sidewalks
- Water mains and extensions

How it Works

- Captures 100% of incremental real property taxes created by a housing development project
- All taxing districts included
- Property tax increment diverted for up to 15 years (TIF is 20 yrs)
- Includes school district property taxes (20 mills which is more than reg TIF)

Funding Methods

- Developer Reimbursement
 - Developer finances approved RHID costs and reimbursed as increment is received
- Bond Financing
 - Special Obligation Revenue Bonds
 - Issued by creator of District
 - Limited obligation
 - May be purchased or guaranteed by developer and re-sold once valuation established
 - Full faith and credit (general obligation) bonds **prohibited**

Effect on Taxing Districts

- All taxing jurisdictions held harmless at Base property tax level
- When RHID bonds are retired, total valuation (including increment) restored to all taxing jurisdictions

District Formation Procedure

- Preparation of Housing Need Analysis
- Resolution finding shortage of quality housing
- Secretary of Commerce approves findings
- Negotiation of Development Agreement
- District boundaries identified and development Plan prepared
- Resolution Calling Public Hearing on District creation and adoption of Plan

- Hearing date not less than 30 days nor more than 70 days following adoption of Resolution
- Notice delivered to Planning Commission, School District and County/City
- Published Notices
 - Notice published not less than 1 week nor more than 2 weeks prior to hearing
- Public Hearing on District Creation and adoption of Plan
- Ordinance/Resolution creating District and adopting Plan
- 30-day Protest Period
 - School District or County/City finding that District will have adverse effect

Commission Work Session Agenda

Memo

From: John Braun, Assistant Director of Public Works

Meeting: February 5, 2013

Subject: 2013 Street Maintenance – Award of Bids

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

Summary

Bids have been received for 2013 Street Maintenance Projects. Those projects include the Seal Coat of approximately 7 miles of asphalt streets, the Chip Seal of another 4 miles of asphalt streets, poly patch of asphalt streets in various locations, diamond grinding a section of Commerce Parkway, and the repair of various brick streets in the City of Hays. The amount of work proposed totals \$376,000 awarded to 4 different contractors. The work would be accomplished at various locations and various times throughout the year.

Background

At the December 27, 2012 City Commission Meeting, staff presented a Street Maintenance Plan for 2013. The plan presented to the City Commission at that time called for:

1. Seal Coat Asphalt Streets (7.8 miles)	\$170,000
2. Chip Seal (4 miles)	\$130,000
3. Poly-Patch (prep work)	\$ 50,000
4. Diamond Grind (Portions of Commerce Parkway & 8 th St)	\$ 15,000
5. Curb and Brick Repair (various locations)	\$ 95,000
6. In-house work (crack seal, asphalt and concrete repairs)	<u>\$150,000</u>
	\$610,000

These projects combined with \$20,000 for the Sidewalk Rebate program totaled **\$630,000**, which is the amount of Special Highway Funds available in 2013.

Staff also request the City Commission consider allocating \$250,000 from Financial Policy Projects to rehabilitate a portion of Fort Street from 20th to 27th Street in conjunction with planned waterline work in 2013.

Discussion

Bids from 12 different contractors were received on January 30, 2012. The tabulation of bids is attached. The bid documents were structured so that contractors could bid on one or more of six different projects, and separate contracts could be awarded for each type of work. The projects are detailed below, and a map showing the location of all projects is attached.

1. Seal Coat

Seal Coat is divided into options. A base option of 99,784 SY (approximately 5 centerline miles) of asphalt streets in the 5 – 15 year age and an alternate option of an additional 34,992 SY (approximately 2 centerline miles) of asphalt street less than 5 years old. The documents allowed for different types of oil sealant. One option is AXYS, which was used on a pilot project in September 2012 on South Copper Creek Court. The other allows for “equal” alternate products. The apparent low bidder for the base option is Stripe and Seal of Hays using an alternate product called Rhyno Tite at a unit price of \$0.9099 per SY resulting in a cost of \$90,793.46 for the base amount. The alternate streets (under 5 years old) are being recommended for treatment with the Preservative Seal (Bid Item #6) discussed later in this memo. Award of Contract would be contingent upon certification of Rhyno Tite meeting the contract specifications.

2. Chip Seal

Chip Seal is divided into options as well. A base option of 46,927 SY (approximately 2.5 centerline miles) of asphalt streets older than 15 years and an alternate of 24,633 SY (approximately 1.5 centerline miles) of various asphalt surfaces around the city to include lower maintenance streets that were double chip sealed in 2007. Those lower maintenance streets were being considered for chip seal in-house with assistance from Ellis County; however, the favorable bid price makes it more cost effective to contract the work than to do the work in-house. The documents also allowed two different options for oil. One is the tire rubber oil that had been used on past chip seal projects. The other is a polymerized oil that was used last year. The polymerized oil ended up being \$0.273/SY or \$19,536 less expensive than the tire rubber oil. The low bid came from B&H Paving of Scott City. B&H Paving has done the last several years of Chip Seal for the City in. At the unit bid price of \$1.749 per SY, the cost would be \$125,158.44.

3. Polypatch

The project called for 2500 gallons of polypatch to be used on various streets throughout the City to fill large cracks and depressions. The City has used Polypatch the last 10 years or more, and it has proven to be the best product for this purpose. Some of the quantity will be used to prepare the streets scheduled for chip seal. The remainder of the quantity will be used as needed to make repairs to streets that may fail in spots due to

winter weather. The unit bid price of \$16.98 per gallon installed by Stripe and Seal of Hays, results in a contract price of \$42,450.

4. Diamond Grind

This project calls for the grinding of concrete pavement on Commerce Parkway and a small section of 8th Street between Milner and Vine. The Commerce Parkway work is to correct the “curling” of the pavement that is occurring there. The work on 8th Street would be a test project to determine if concrete patch and grinding would provide an acceptable level of rehabilitation to delay the total reconstruction of 8th Street. The low bid for the grinding came from Iowa Erosion Control of Victor, with a price of \$22,500. That price is higher than originally estimated by staff; however, based on the other two bids received, staff believes it to be a valid bid and still the best option for correcting the deficiency on Commerce Parkway. Low prices on other bid items more than cover the overage on this bid item.

5. Curb and Brick Repair

The project calls for the repair of various brick streets throughout the City similar to Curb and Brick Repair projects accomplished over the last several years. However, it does include repairing several of the worst areas of transverse depression in the brick on Main Street downtown. The low bid came from Stripe and Seal of Hays with a price of \$95,408.50. This is slightly over staff’s estimate of \$94,984.

6. Preservation Seal

This project calls for the sealing of 34,992 SY (approximately 2 centerline miles) of asphalt streets that are less than 5 years old. This follows the plan to spend a little money early in the life of the pavement to make the street last longer (like putting wax on a new car). These are the same streets that were bid as an alternate for seal coat. The preservation seal is less cost than the seal coat, and does a better job on newer pavement than the seal coat. The low bid came from Proseal of Goddard, KS with a unit price of \$0.75/SY or \$26,244.

Legal Consideration

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

Financial Consideration

Currently street maintenance is financed through the Special Highway Fund, which receives revenue from the State mainly from fuel tax reimbursements. The 2013 Budget included \$1,035,329 in the Budgeted Projects Line Item of the Special Highway Budget. Approximately \$400,000 of that is to reimburse Capital Projects for money spent on last year’s street maintenance, which leaves \$630,000 for street maintenance in 2013. Subtracting out \$190,000 for in-house work and \$20,000 for the Sidewalk Rebate Program leaves \$420,000 available for the projects just bid.

A summary of staff’s recommendation for award of bid is listed below:

1. Chip Seal – B&H Paving - \$125,158.44

2. Seal Coat – Stripe and Seal - \$90,793.46
3. Polypatch – Stripe and Seal - \$42,450.00
4. Diamond Grind – Iowa Erosion Control - \$22,500.00
5. Curb and Brick – This contract recommendation is under Staff review
6. Preservative Seal – Proseal - \$26,244.00

Total Cost = \$376,310.30

Staff's estimate of cost for all the projects was \$409,944.00.

Options

The Commission has the following options:

Option 1: Award Contracts as recommended by staff.

Option 2: Provide alternate direction to staff.

Recommendation

City staff recommends proceeding with Option 1.

Action Requested

Consider authorizing the City Manager to enter contracts for construction as follows:

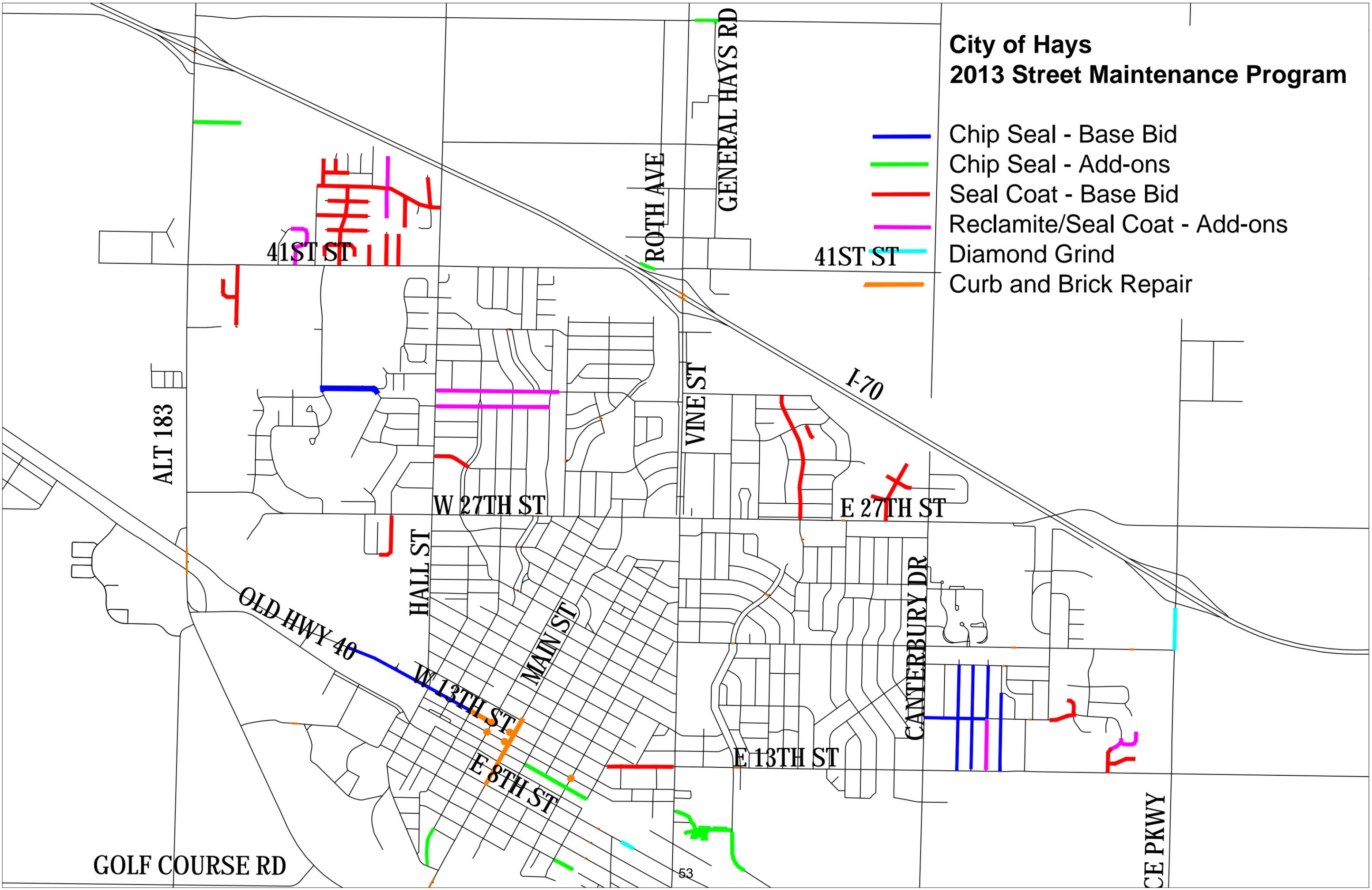
- B&H Paving in the amount of \$125,158.44 for Chip Seal;
- Stripe and Seal in the amount of \$90,793.46 for Seal Coat, \$42,450 for Polypatch;
- Iowa Erosion Control in the amount of \$22,500 for Diamond Grinding;
- Proseal in the amount of \$26,244.00 for Preservative Seal.

Supporting Documentation

Location Map
Bid Tabulation

City of Hays 2013 Street Maintenance Program

- Chip Seal - Base Bid
- Chip Seal - Add-ons
- Seal Coat - Base Bid
- Reclamite/Seal Coat - Add-ons
- Diamond Grind
- Curb and Brick Repair



City of Hays Project 2012-33
 2013 Street Maintenance
 Bid Tabs
 BID DATE: January 30, 2013

Preliminary All Bids Subject to Review and Validation
--

Bid #	Description	Contractors		Staff Estimate		Apparent Low Bids	
		Quantity	Unit	Price	Total	Price	Total
1a	Base Chip Seal with AC-20-5TR	46,927	SY	\$2.02	\$94,792.54		
1b	Base Chip Seal with CRS-1HP	46,927	SY	\$1.90	\$89,161.30		
1c	Base Plus Additional Chip Seal (AC-20-5TR)	71,560	SY	\$1.87	\$133,817.20		
1d	Base Plus Additional Chip Seal (CRS-1HP)	71,560	SY	\$1.75	\$125,230.00		\$125,158.44
2a	Base Seal Coat (AXYS)	99,784	SY	\$1.25	\$124,730.00		
2b	Base Seal Coat (other brand-)	99,784	SY	\$1.25	\$124,730.00		\$90,793.46
2c	Base plus Additional Seal (AXYS)	134,776	SY	\$1.25	\$168,470.00		
2d	Base plus Additional Seal (other brand-)	134,776	SY	\$1.25	\$168,470.00		
3	Polypatch	2,500	Gallon	\$20.00	\$50,000.00		\$42,450.00
4	Diamond Grind	3,000	SY	\$5.00	\$15,000.00		\$22,500.00
5	Curb & Brick Repair	Quantity	Unit	Price	Total	Price	Total
5a	Concrete Removal	484	SY	\$20.00	\$9,680.00		
5b	Saw Cut	203	LF	\$4.00	\$812.00		
5c	Curb and Gutter	1738	LF	\$24.00	\$41,712.00		
5d	Concrete Pavement 6"	1	SY	\$70.00	\$70.00		
5e	Concrete Pavement 8"	1	SY	\$75.00	\$75.00		
5f	Intergral Curb	1	LF	\$20.00	\$20.00		
5g	Sidewalk 4"	275	SF	\$5.00	\$1,375.00		
5h	Sidewalk curb	26	LF	\$10.00	\$260.00		
5i	Thickened Edge	124	LF	\$5.00	\$620.00		
5j	Brick Patching	338	SY	\$100.00	\$33,800.00		
5k	Truncated Done Surface for ADA Ramps	16	SF	\$50.00	\$800.00		
5l	Brick Joint Repair (Main Street)	144	LF	\$40.00	\$5,760.00		
	Total Bid Item #5				\$94,984.00		\$95,408.50
6	Preservative Seal	34,992	SY	\$1.25	\$43,740.00		\$26,244.00
	Total				\$409,944.00		\$376,310.40
	Budgeted						\$420,000.00

TRMSS

Bid #	B & H Paving		Hi-Plains Sand		Musselman & Hall Contractors		Circle C Paving	
	Price	Total	Price	Total	Price	Total	Price	Total
1a	\$2.12	\$99,485.24						
1b	\$1.847	\$86,674.17	\$1.75	\$82,122.25				
1c	\$2.022	\$144,694.32						
1d	\$1.749	\$125,158.44	\$1.75	\$125,230.00				

	Price	Total	Price	Total	Price	Total	Price	Total
2a							\$0.92	\$91,801.28
2b					\$1.85	\$184,600.40		
2c							\$0.89	\$119,950.64
2d					\$1.85	\$249,335.60		

	Price	Total	Price	Total	Price	Total	Price	Total
3								

	Price	Total	Price	Total	Price	Total	Price	Total
4								

	Price	Total	Price	Total	Price	Total	Price	Total
5								
5a								
5b								
5c								
5d								
5e								
5f								
5g								
5h								
5i								
5j								
5k								
5l								

	Price	Total	Price	Total	Price	Total	Price	Total
6								

		Rhyno Tite		Rhyno Tite					
		Sweeney's Pavement & Maintenance		Apac		Stripe and Seal		J-Corp	
Bid #	Price	Total	Price	Total	Price	Total	Price	Total	
1a									
1b			\$1.91	\$89,630.57					
1c									
1d			\$1.94	\$138,826.40					
2a					\$1.0269	\$102,468.19			
2b	\$1.00	\$ 99,784.00			\$0.9099	\$90,793.46			
2c					\$1.0269	\$138,401.47			
2d	\$1.00	\$ 134,776.00			\$0.9099	\$122,632.68			
3	\$18.00	\$45,000.00	\$26.34	\$65,850.00	\$16.98	\$42,450.00	\$25.50	\$63,750.00	
4			\$8.30	\$24,900.00					
5a			\$30.25	\$14,641.00	\$23.00	\$11,132.00	\$28.00	\$13,552.00	
5b			\$4.25	\$862.75	\$3.50	\$710.50	\$5.00	\$1,015.00	
5c			\$38.15	\$66,304.70	\$23.00	\$39,974.00	\$30.00	\$52,140.00	
5d			\$70.00	\$70.00	\$50.00	\$50.00	\$60.00	\$60.00	
5e			\$77.00	\$77.00	\$55.00	\$55.00	\$65.00	\$65.00	
5f			\$20.00	\$20.00	\$30.00	\$30.00	\$35.00	\$35.00	
5g			\$6.50	\$1,787.50	\$5.00	\$1,375.00	\$5.50	\$1,512.50	
5h			\$17.00	\$442.00	\$11.00	\$286.00	\$10.00	\$260.00	
5i			\$5.20	\$644.80	\$6.00	\$744.00	\$5.50	\$682.00	
5j			\$125.00	\$42,250.00	\$94.00	\$31,772.00	\$100.00	\$33,800.00	
5k			\$42.00	\$672.00	\$40.00	\$640.00	\$63.00	\$1,008.00	
5l			\$48.60	\$6,998.40	\$60.00	\$8,640.00	\$58.00	\$8,352.00	
				\$134,770.15		\$95,408.50		\$112,481.50	
6									

Bid #	CPB Materials		Iowa Erosion Control		Bryant & Bryant Const.		Proseal	
	Price	Total	Price	Total	Price	Total	Price	Total
1a								
1b								
1c								
1d								
2a	Price	Total	Price	Total	Price	Total	Price	Total
2b								
2c								
2d								
3	Price	Total	Price	Total	Price	Total	Price	Total
4	Price	Total	Price	Total	Price	Total	Price	Total
	\$11.56	\$34,680.00	\$7.50	\$22,500.00				
5	Price	Total	Price	Total	Price	Total	Price	Total
5a					\$15.00	\$7,260.00		
5b					\$4.00	\$812.00		
5c					\$30.00	\$52,140.00		
5d					\$60.00	\$60.00		
5e					\$75.00	\$75.00		
5f					\$20.00	\$20.00		
5g					\$6.00	\$1,650.00		
5h					\$18.00	\$468.00		
5i					\$5.00	\$620.00		
5j					\$120.00	\$40,560.00		
5k					\$40.00	\$640.00		
5l					\$30.00	\$4,320.00		
						\$108,625.00		
6	Price	Total	Price	Total	Price	Total	Price	Total
							\$0.75	\$26,244.00

Commission Work Session Agenda

Memo

From: ID Creech, Director of Public Works

Work Session: February 5, 2013

Subject: Business License - Airport

Person(s) Responsible: Toby Dougherty, City Manager
ID Creech, Director of Public Works

Summary

City Code Section 8-24 requires Governing Body approval of business licenses for commercial enterprises on the Hays Regional Airport. Attached application comes before the Commission with Staff recommendation for approval.

Background

Mr. Rex Chambers representing Aces High Aircraft Refinishing has acquired hanger G-9 with intent to perform refinishing of certified aircraft and custom painting of same. This business is not in conflict or competition with the City's agreement with the Fixed Based Operator.

Discussion

Section 8-24 – Permits for commercial uses; fees, paragraph (a) requires the City Commission's approval of applications to operate commercial business on Airport property.

8-24 (a) No person shall hereafter operate or conduct any commercial business or activity upon or from the airport for any commercial purpose without first submitting an application to the commission for a permit for such purpose. Upon approval of such application by the commission, the city clerk shall issue a permit to the applicant upon payment by the applicant to the city of the following permit fee or fees:

f. For a permit to conduct a mechanical or repair shop for profit other than for won airplanes. \$550.00

Permits in this section of the Code run with the City's fiscal year expiring on January 1 following issuance.

Airport Business Permits are not transferable and are for a sole specified commercial enterprise.

Mr. Chambers has submitted his application and use fee to the City for consideration with and has a signed lease agreement for the privately owned hanger.

If and when the business permit for his operation would issued, an application for building permit from PIE would be considered.

Legal Consideration

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

Financial Consideration

The City has no financial outlay. Income from the Hanger land space rental, and business permit would be a recurring income for the Airport. The fee for the building permit for remodeling is minimal.

Options

1. Approve the Business Permit Application conditioned on securing necessary insurance coverage.
2. Deny the Business Permit Application.
3. Do nothing.

Recommendation

Staff recommends approving the Business Permit for Aces High Aircraft Refinishing upon condition of securing necessary insurance coverage.

Action Requested

Motion to concur with Staff Recommendation.

Supporting Documentation

Hays Regional Airport Business Permit Application
Lease Agreement – Hanger Space G-9, Hays Regional Airport
Map: Hays Regional Airport Hanger Spaces

EXHIBIT 1

Hays Regional Airport Business Permit Application

INSTRUCTIONS:

Complete all questions and provide all attachments which are applicable to your company. Put "N/A" in those questions which do not apply.

A. Company Information:

1. Company-Name: Aces High Aircraft Refinishing

2. Local Contact Name: Rex Chambers

Address: 1988 Fairground Rd Hays

State: KS Zip Code: 67601

Telephone Number: (785) 432-0039

3. Nature of Company structure (proprietorship, partnership, public, private or non-profit corporation, LLC or LLP) (If Incorporated, attach a copy of the Certificate of Incorporation.) LLC

5. List names and personal, business and, if applicable, professional qualifications of the persons involved in operating the business or activity:
Rex Chambers - owner 25 yrs experience in paint & bodywork. The last two years working on aircraft, for RANS.

6. Brief description of the company (nature of business or activity, number of years in operation, recent changes, goals, etc.): Painting Refinishing of certified Aircraft & Custom Paint on LSA.

B. Financial Responsibility:

1. List a minimum of three financial references (principal creditors and/or financial institutions)

Sunflower Bank
Richard Chambers

2. Primary Bank Operating Account:

Sunflower Bank

C. Proof of Insurance:

Attach a certificate of Insurance or Letter of Intent from an insurance company prepared to write the coverage specified in these minimum standards for the type of activity proposed. (Attach)

NOTE:

1. All policies must name the Hays Regional Airport, City of Hays and its commissioners, officers and employees as additional insured's.
2. Operator agrees to ensure its contractual liability to indemnify and hold harmless the Airport, City of Hays, its commissioners, officers and employees, as set forth in its operating agreement.
3. Operator will keep a current copy of any and all policies or certificate of insurance on file with the airport, and provide 30 day written notice of cancellation of coverage.

D. Operations:

1. Brief description of operations or services planned:

Refinishing certified Aircraft + Custom Paint on LSA
would also like to offer Interior Refurbishing
as we go along

2. Requested or proposed date of commencement of activity:

Jan 15

3. Location(s) and facilities on the Airport from which services are to be offered:

Hanger G-9

4. Additional Airport facilities expected to be required: NO

5. List a minimum of three (3) references as to the technical ability of the principals and/or principal employees to conduct the proposed business or activity:

Rick Bollig - owner Oldham Sales
Randy Schlitter - owner of Rans
Evan Mahoney - Shop Mgr at Rans

**HAYS REGIONAL AIRPORT
PRIVATELY-OWNED HANGAR AIRCRAFT STORAGE AGREEMENT**

THIS AGREEMENT, made and entered into this 1st day of July, 2011 between THE CITY OF HAYS, KANSAS, a Municipal Corporation, hereinafter referred to as "City" and XXXXX, hereinafter referred to as "the Lessee".

In consideration of a rental fee of \$ XXXXX, based on a rate of \$.20 per square foot, payable per annum in advance the City enters into a ground lease with the Lessee for an already constructed privately owned, Hangar XXX, hereinafter referred to as "Hangar" at the Hays Regional Airport hereinafter referred to as "Airport" for the sole purpose of storage of the following aircraft:

Make: _____
Model: _____
Serial Number: _____
Registration Number: _____
Registered Owner: _____

If more than one aircraft is to be stored in this hangar, please provide aircraft information (above) for each. (Only registered aircraft, owned or leased, by lessee are allowed under this lease.)

WHEREAS, The City deems it to be in the best interest of the community to lease said land to the Lessee for the purposes hereinbefore stated, in consideration of the covenants hereinafter set out;

NOW, THEREFORE, THE PARTIES HERETO AGREE TO THE FOLLOWING:

1. Lease of Premises: The City hereby leases to the Lessee the following described tract of land located and situated in the West Half (W/2) of Section Twelve (12), Township Fourteen (14) South, Range Eighteen (18) West of the 6th Principal Meridian, Ellis County, Kansas, being the Hays Regional Airport, and more specifically described as follows:

A tract of land approximately X' X X' and referred to as XXX of the Hays Municipal Airport Plat on record in the Office of the City Manager of Hays, Kansas.
2. Amount of Rental. City shall have the authority to modify said lease payment upon giving written notice at least thirty (30) days in advance of the beginning of any lease period.
3. Duration of Lease. This lease will expire on June 30, 2011. This lease shall be automatically extended for successive periods of five years, unless either party notifies the other in writing at least sixty (60) days prior to termination of the lease that they desire to renegotiate or terminate the agreement. All notices shall be given to the other party at the address listed herein. If such notice to the Lessee shall be returned by the United States Post Office Department, notice shall be given by posting on the Hangar door.

4. The Lessee agrees to conform to all plumbing codes, electrical codes, building codes and other City ordinances in the operation of said hangar. The Lessee further agrees to conform to the Minimum Standards and Rules and Regulations as currently written, amended or added and approved by the City Commission.
5. Limitation of Operation. It is understood that the hangar for which this agreement is written shall be used solely for the storage of airworthy aircraft owned or leased by the Lessee, together with necessary aircraft ground handling equipment associated with registered aircraft. As provided by Section 8-24 of the Code of Ordinances, the Lessee shall be required to purchase a permit to conduct any business from or use hangar for storage of commercial aircraft or equipment in said hangar. The City retains the right to inspect the hangar at any time. ***Storage of any other items must have the prior written approval of the Airport Manager.***
6. Sub-Lease of Hangar. The Lessee shall not assign, sublet, license or permit any other party to occupy any portion of Hangar without prior written approval of the City of Hays. (***See Attachment A***)
7. Lessee shall release the City from all liabilities associated with activities undertaken by it and to indemnify and hold harmless the City with respect to any claims or causes of action which may arise in regards to activities undertaken by it in the operation or storage of its aircraft pursuant to this Agreement.
8. Nothing herein shall relieve the Lessee of the obligation to pay rent during the term of this lease.
9. Sale or Removal of Building: At any time during the term of this lease, or at the termination thereof, the City is hereby given the first option to purchase said building at the best price obtainable therefore upon market in the manner following to-wit:

The Lessee shall give the City written notice of his desire to sell said hangar and shall also at this time notify the City, in writing, of the best offer obtainable upon the open market for said building, and thereupon, the City shall within four (4) weeks thereafter notify the Lessee in writing, of its acceptance or rejection of said building at the price offered. In the event that the City does not purchase said building, the Lessee shall, thereupon, be free to either sell said building to any other purchaser at the same price offered to the City if the City is also agreeable to leasing to the new owner or he shall be authorized to remove said building from said premises, PROVIDED HOWEVER, that such removal shall be done within ninety (90) days from the date of the City's rejection, as aforesaid.

10. City's Right to Develop: The City reserves the right to develop and improve publicly-owned property on the airport as it sees fit, regardless of the desires or views of the Lessee and without interference or hindrance.
11. Protection of Approaches: The City reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with

the right to prevent the Lessee from erecting or permitting to be erected, any building or other structure which, in the opinion of the City, would limit the usefulness of the airport or constitute a hazard to aircraft.

12. National Emergency: During time of war or national emergency, the City shall have the right to enter into an agreement with the United States Government for military or naval use of part or all of the landing area, the publicly-owned air navigation facilities and/or other areas or facilities of the airport. If any such agreement is executed with the government, the provisions of this agreement shall be suspended.
13. Subordination of Agreement: This agreement shall be subordinate to the provisions of any existing or future agreement between the City and the United States of America, relative to the operation of maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal Funds for the development of the airport.
14. It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958.
15. Nondiscrimination Assurance: The Lessee will not, on the grounds of race, color, or national origin, discriminate or permit discrimination against any person or group of persons in any manner prohibited by Part 21 of the Regulations of the Office of Secretary of Transportation. The City reserves the right to take such action as the United States Government may direct to enforce this covenant.
16. Assignment: This agreement shall be assignable by either party upon the prior written consent of the other and shall be binding upon the heirs, executors, assigns, devisees, legatees and successors in title to the parties hereto.
17. Covenants of Tenant. Tenant agrees to comply with the following restrictions and conditions in use of the Hangar.
 - a. Storage of gasoline, explosives or inflammables shall be prohibited in Hangar.
 - b. Tenant shall close the Hangar doors promptly after putting the Aircraft in or taking it out of the Hangar and coordinate the operation of the doors so as not to unduly or in an untimely fashion obstruct the access to adjacent Hangars.
 - c. Repairing or maintaining of aircraft or equipment in Hangars is limited as directed in FAA Part 143 Preventive Maintenance. Tenants performing aircraft maintenance with the potential for spills must have adequate absorbent materials onsite. (40 CFR Best Management Practices)
 - d. Tenant shall keep the Hangar clean and free of debris and shall not place or leave any debris on Airport property.
 - e. Tenant shall not paint, remove, deface, modify, bend, drill, cut or otherwise alter or modify any part of the Hangar without the prior written permission of the Airport

Manager.

- f. Tenant shall not paint aircraft or components in hangar or on airport grounds.
- g. Tenant shall obey all rules, regulations, laws, ordinances and directives of any legally constituted authority, now in force or hereafter promulgated, with respect to the use of the Airport or the Hangar.
- h. Tenant shall not use the Hangar for social or other gatherings.
- i. Tenant shall not park or leave aircraft on the taxiway or vehicles on the pavement adjacent to the Hangar in a manner which unduly interferes with or obstructs access to adjacent Hangars, or interferes with snow removal operations. Vehicles used for transportation to or from airport will be parked inside the hangar when aircraft is out and removed when aircraft returns. The hangar shall not be used as a garage.
- j. Tenant shall perform only those specific types of preventive maintenance on aircraft owned or operated by it as permitted by Part 43 of the FAA Regulations or any amendments thereto.
- k. Tenant shall comply with all FAA, EPA, and City regulations regarding refueling of aircraft, including bonding and grounding of aircraft and using UL approved containers. Any significant fuel or chemical spill of more than 50 square inches shall be reported immediately to the Airport Manager. Spills in excess of ten feet in any direction or 50 square feet total coverage shall be reported to the Hays Fire Department.
- l. Washing of aircraft, equipment or vehicles is prohibited unless in compliance with EPA Guidelines.
- m. Tenant shall allow the City access to Hangar upon request.
- n. Tenant shall keep area around building clear of obstacles(s) and debris to provide airport maintenance unhindered access for mowing or snow removal. Snow removal will clear paved area in front of aircraft door up to but not including the last three feet.
- o. Containers for the storage of oil or petroleum products with a capacity of 55 gallons or greater shall not be stored in a hangar without the prior written permission of the Airport Manager.

18. Obligation of the City. The sole obligations of the City hereunder shall be to:

- a. Provide access to Hangar, public taxiways, ramps and runways.

I have read and understand the foregoing and agree to be bound thereby. I will notify the City or its representative of any changes in my address or aircraft ownership.

Dated this _____ day of _____, 2011.

CITY OF HAYS

By _____
City Manager
1507 Main Street
Hays, Kansas 67601

Lessee

Address

Phone



Insurance Planning

I N C O R P O R A T E D

3006 Broadway Avenue
P.O. Box 100
Hays, KS 67601
785.625.5605
Fax 785.625.8388

To Whom It May Concern:

Rex Chambers contacted Insurance Planning, Inc., on January 10th, 2013 to apply for Liability, Hangarkeepers and Business Automobile coverages. The applicant's name is Aces High Aircraft Paint, LLC located at Unit G9, Hays Municipal Airport. Coverage placement date is anticipated to be February 1st, 2013.

Respectfully Submitted,

Dale Chaffin



Hays - Great Bend - Russell
www.insurance-planning.com



HAYS REGIONAL AIRPORT HANGER RENTALS			
HANGAR	Hangar # prior to Oct 2011	OWNER / RENTER	SIZE
A2	A2	City of Hays /Hays Aircraft	70x62
A4	A4	City of Hays /Maintenance Building	75x40
A6	A6	Ballard Aviation – Eagle Med	75x55
A8	A8	City of Hays /Kansas Highway Patrol	60x60
A10	A10	City of Hays /Hays Aircraft	60x70
AA2	AA2	Big Creek Aviation, LLC – Jeff Curtis	42x60
AA4	AA4	Edmund S. Moore	42x60
B5	B5	Low Mach Aero, LLC - John Pokorny	60x45
B6	B14	City of Hays / Danny Dinkel	32x106
B7	B7	RANS Company	60x40
B8		Jed Simpson	1654 sf
B10		Daniel Stecklein	1418 sf
B11	B11	Rick Chambers	60x40
B12		HRM Enterprises/Bill Robben	1418 sf
C6	C12	Gary Shorman	42x32
C7	C13	City of Hays /Orville Moore	903 sf
C8	C10	Daniel Stecklein	50x51
C9		Greg Simpson	1418 sf
C10	C8	City of Hays / Dr. Carl Newman	50x50
C11		Daniel Stecklein	1418 sf
C12	C6	Kenneth Holle	40x28
C13		Daniel Stecklein	1654 sf
C14	C4	Lyle Noordhoek	45x32

HAYS REGIONAL AIRPORT HANGER RENTALS			
HANGAR	Hangar # prior to Oct 2011	OWNER / RENTER	SIZE
E3	E3	RANS Company	60x51
E4		Old City Maintenance Shop/Leased to FBO	
E5	E5	Simpson Equipment	50x41
E7	E7	Diehl Oil, Inc /Glen Diehl	50x34
E9	E9	Harvey Moore	45x35
F1	F1	John F. McCabe	78x30
F2	F2	Arden and Gilbert Kobler	42x30
F3	F3	Robert Dopita	40x30
F4	F4	Glen Teel	40x32
F5	F5 SW	City of Hays/OneOK	134x36
F6	F6	Alvin J. Werth	40x32
F7	F5 SE	City of Hays/Dr. Schultz	1206 sf
F8	F8	Glen Teel	50x40
F10		Simpson Equipment	45x88
G1	G1	RANS Company	70x60
G2	F1	See F1	-
G4	F5 NW	City of Hays/Simpson Farm	1206 sf
G5	G5	Rome Corporation	65x40
G6	F5 NE	City of Hays/Dr. Eddy	1206 sf
G7	G7	Thin Air, Inc. / Lyle Noordhoek	60x50
G8	G8	Steve & Carol Pfeifer	52x32
G9	G9	Steve & Carol Pfeifer	60x70
H4	H4	City of Hays /Hays Aircraft	70x60

HANGAR ACCESS CONTROL GATE (U)



CITY OF HAYS AIRPORT

Legend

- City Property
- Private Property

updated June 13, 2012

Commission Work Session Agenda

Memo

From: Roger Moerke, Supt. of Utilities Wastewater

Work Session: February 5, 2013

Subject: Replace the Sand Filter Building and the Main Control Building Roofs at the Wastewater Treatment Plant

Person(s) Toby Dougherty, City Manager
Responsible: Bernie Kitten, Director of Utilities

Summary

In the 2012 Water/Sewer Capital Improvement Plan \$65,500 is budgeted to replace the Sand Filter Building Roof. During the bidding process it was discovered that emergency roof repairs to the Main Control Building were necessary. Roof masters Roofing provided the lowest received bid and negotiated services to provide a roof for the second facility. The combined cost for the Sand Filter Building and the Main Control Building were under the budgeted amount. Staff recommends entering into a contract with Roof masters Roofing for \$50,100 to replace the Sand Filter Building Roof and the Main Control Building Roof at the Wastewater Plant.

Background

The Sand Filter Building membrane roof was installed in 1993 during the plant expansion. The roof is in need of repair due to its age and weathering. Replacing the roof will help protect the SCADA controls, and essential equipment housed within this facility. A request for bids was published and opened December 19, 2012.

During this process the Main Control Building roof was discovered to have extensive leaks caused from a late 2012 rain/snow storm. This roof was originally installed in 1967 and protects SCADA communication equipment, motor control center with breakers for critical sewer pumps, electric ceiling heaters and auxiliary equipment.

Discussion

On December 19, 2012, two bids were received.

Roof masters Roofing	\$32,000
High Plains Roofing	\$63,840 *Corrected to \$40,650 (see below)

Since there was a significant difference in bid price, High Plains Roofing was contacted. High Plains Roofing bid the Sand Filter Roof and additional facilities. High Plains

Roofing resubmitted a corrected bid for the Sand Filter at \$40,650 which was still over the submitted bid of Roof masters Roofing.

Due to the urgent need for emergency repairs of the Main Control Building staff negotiated with the lowest bid of the Sand filter roof a price for replacement. Roof masters Roofing submitted a cost of \$18,100 for this facility. The combined total for both Sand Filter and Main Control Building roof replacement from Roof masters Roofing is \$50,100. As a secondary request High Plains gave a total bid of \$54,150.

Legal Consideration

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

Financial Consideration

In 2012 \$65,500 was budgeted in the Water/Sewer Capital Plan for replacing the Sand Filter Building Roof. The total bid price for replacing the Sand Filter Building and Main Control Building roofs from Roof masters Roofing was \$50,100. These funds were encumbered and available.

Options

The Commission has the following options:

Option 1: Authorize the City Manager to approve the bid from Roof masters Roofing for \$50,100 for replacement of the Sand Filter Building and Main Control Building roofs at the Wastewater Plant.

Option 2: Authorize the City Manager to approve the bid from Roof masters Roofing for \$32,000 for replacement of only the Sand Filter Building Roof.

Option 3: Provide alternate direction to staff.

Option 4: Do nothing.

Recommendation

Staff recommends acceptance of the bid from Roof masters Roofing for \$50,100 for replacement of the Sand Filter Building and Main Control Building roofs at the Wastewater Plant.

Action Requested

Approve the City Manager enter into a contract with Roof masters Roofing for \$50,100 to replace the Sand Filter Building and Main Control Building roofs at the Wastewater Plant.

Supporting Documentation

Bid Tabulation Table

Aerial Photo of Sand Filter Building and Main Control Building

Bid Tabulations for Sand Filter Building Roof and Main Control Building Roof

Sand Filter Building Roof Bids Original

High Plains Roofing	\$40,650.00
Roof masters Roofing	\$32,000.00

Main Control Building Roof Bid

High Plains Roofing (Take 3 layers off)	\$13,500.00
Roof masters Roofing (Take down to original roof)	\$18,100.00

Total Bid Price for both Buildings

High Plains Roofing	\$54,150.00
Roof masters Roofing	\$50,100.00

Control Bldg



GENERAL CUSTER RD

Sand Filter Bldg



Commission Work Session Agenda

Memo

From: Roger Moerke, Supt. of Utilities Wastewater

Work Session: February 5, 2013

Subject: SCADA for the Wastewater Plant

Person(s) Toby Dougherty, City Manager

Responsible: Bernie Kitten, Director of Utilities

Summary

To fully maximize Wastewater Treatment Plant operations and adequately monitor state approved changes an upgrade to the current SCADA system is requested. By upgrading the SCADA system, it will allow the Wastewater Treatment Plant to continue to stay in compliance with the city's National Pollutant Discharge Elimination System (NPDES) permit and also save on electrical costs as well as overtime by eliminating operators having to perform a plant check every night.

Staff is recommending R.E. Pedrotti Company for SCADA upgrades to the Wastewater Treatment Plant at \$74,635.

Background

The Wastewater Plant has minimal SCADA control at this time that electronically monitors sections of the plant. Recently, the Wastewater Superintendent made a shift change that no longer required operators to work night shifts. This allowed all operators to work during the day and maximize man power. However an operator still comes in for an hour each night to provide a plant check. Upgrading the SCADA system will eliminate the need for the operator to perform night check and reduce emergency call-outs which will save overtime costs.

Just as important this project improves the process control and information acquisition which reduces the chance of upsets to the system an ultimately discharge. This is important in monitoring the new nitrate and phosphorus removal requirement imposed by KDHE.

Discussion

The following list is the equipment or system that would be upgraded to SCADA.

- Blower Building Control System: This change is needed to reduce our nutrient discharge KDHE is requesting. The blowers provide air to the aeration basins which is the heart of the biological process. The upgrade will give better air control and reduce electrical consumption.
- Reclaimed Water Systems: Since the current shift change to day shift operation, there needs to be a constant monitor on the chlorine residuals at the reuse basins which include the ability to make adjustments to the chlorine feed system automatically when the plant is not manned. This is part of our NPDES requirement to meet a specified level of chlorine in our reuse water.
- Plant Effluent Ammonia Analyzer: SCADA will track ammonia levels in the discharge water. This is also part of the NPDES permit requirements.
- Chlorine & Sulfur Dioxide Feed Systems: The NPDES permit requires a reading of zero (0) for chlorine residual in our effluent water. Currently operators are running tests, making adjustments to meet requirements.

Legal Consideration

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

Financial Consideration

In the 2013 budget, \$90,000 has been budgeted in the Water/Sewer Capital Plan for the SCADA upgrade at the Wastewater Plant. Staff received a quote from R.E. Pedrotti Company for a total of \$74,635 to install necessary equipment. R.E. Pedrotti Company has been the city's SCADA provider since 1993. They are currently the approved sole source for SCADA repair/replacement of exiting SCADA hardware and software for both our Water Plant and our Wastewater Plant. They are competitive financially with other SCADA providers. They have a history of good service with Hays and other cities they service. Also, for a seamless upgrade, we will minimize integration problems since Pedrotti already manages our exiting SCADA. For these reasons, we recommend them as sole source for this project.

Options

The Commission has the following options:

Option 1: Authorize the City Manager to approve an agreement with R.E. Pedrotti Company in the amount of \$74,635 and accept them as sole source.

Option 2: Provide alternate direction to staff.

Option 3: Do nothing.

Recommendation

Staff recommends installing the proper SCADA equipment for the Wastewater Plant in the amount of \$74,635 from R. E. Pedrotti Company.

Action Requested

Consider authorizing the City Manager to approve the quote from R.E. Pedrotti Company in the amount of \$74,635 and accept R.E. Pedrotti as the sole source vendor for SCADA.

Supporting Documentation

Staff Memo

Aerial Photo of Buildings for SCADA installation

Memo

To: Bernie Kitten, Utilities Director
From: Kyle Sulzman, Assistant Utilities Director
CC: Roger Moerke, Superintendent of Wastewater
Date: 1/30/2013
Re: Supervisory Control and Data Acquisition (SCADA) for the Wastewater Plant

The City of Hays has set aside \$90,000 for the Wastewater plant in 2013 Water/Sewer Capital Plan.

This memo is to address the SCADA system for the Wastewater Plant. The Wastewater Plant has minimal SCADA control at this time. The Wastewater Superintendent is making a schedule change from one operator having to work a night shift to all the operators working during the day and having to come in to do a plant check every night. The system installed will allow the operators not to have to do a plant check at 10 PM every night, saving on overtime. The upgrades will also help with the nutrient removal that KDHE is monitoring for the wastewater effluent.

I am recommending we proceed with getting the SCADA system installed at the Wastewater Plant. R.E. Pedrotti Company has been the city's SCADA provider since 1993 and is the sole source vendor for the Water and Wastewater equipment. Utilities Staff has received a quote from R.E. Pedrotti of \$74,635 to install the proper equipment.

Blower Building Control system modifications	\$41,550
Reclaimed Water Systems modifications	\$9,750
Plant Effluent Ammonium Analyzer	\$11,885
Chlorine & Sulfur Dioxide feed systems	\$11,450

SCADA IMPROVEMENTS

AERATION

REUSE

CHLORINE

AMMONIA

GENERAL CUSTER RD



Commission Work Session Agenda

Memo

From: Toby Dougherty

Work Session: February 5, 2013

Subject: City Funds Recognition Policy

Person(s) Responsible: Commissioner Schwaller

Commissioner Schwaller brought up the idea of requiring agencies who receive monies from the City of Hays to publicly designate the receipt of those funds. City staff was asked to investigate the practice and report back to the Commission.

City staff conducted an investigation and found no examples of cities placing this type of requirement as a condition of receipt of their funds. However, City staff did find a federal policy known as the Stevens Amendment. This is a required statement necessary when federal dollars are awarded for defense purposes. The contractor awarded those dollars must note where the funds came from.

Without a direct comparable, and without knowing the level of interest by the overall Commission, City staff has the following suggestion for a formal statement. *“This project/agency is funded in whole or in part with funds from the City of Hays.”*

If the Commission is interested in implementing this type of policy, one issue that should be discussed is the dollar amount threshold and/or the percentage of City funds in relation to the agency’s overall budget. Attached to this memo is a listing of all agencies that have received City of Hays funds for the last five years and the amount in which they have been funded.

aw

Attachment

CITY OF HAYS

2013 BUDGET - OUTSIDE AGENCY REQUESTS

Social Services Distribution History

<u>Agency/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2012-2013 Difference</u>
Local Agency Funding	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ -
Total	\$ 164,000	\$ -				

Economic Development Distribution History

<u>Agency/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2012-2013 Difference</u>
Fort Hays State University Scholarship Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Ellis County Coalition for Economic Development	\$ 87,550	\$ 87,550	\$ 87,550	\$ 87,550	\$ 87,550	\$ -
Downtown Hays Development Corporation (DHDC)	\$ 59,617	\$ 53,655	\$ 53,655	\$ 53,655	\$ 53,655	\$ -
Hays Has Jobs Committee	\$ 20,600	\$ -	\$ -	\$ -	\$ -	\$ -
Business Incubator	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 317,767	\$ 241,205	\$ 241,205	\$ 241,205	\$ 241,205	\$ -

Quality of Life Distribution History

<u>Agency/Program</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2012-2013 Difference</u>
Ellis County Historical Society	\$ 11,021	\$ 11,021	\$ 11,021	\$ 11,241	\$ 11,621	\$ 380
Hays Arts Council	\$ 7,828	\$ 8,200	\$ 8,200	\$ 8,364	\$ 12,182	\$ 3,818
Wild West Festival (WWF) **	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,690	\$ 9,500	\$ (190)
Hays Sister Cities Advisory Board	\$ 3,811	\$ 3,811	\$ 3,811	\$ 3,887	\$ 5,444	\$ 1,557
Total	\$ 32,160	\$ 32,532	\$ 32,532	\$ 33,182	\$ 38,747	\$ 5,565

TOTAL OUTSIDE AGENCIES	\$ 513,927	\$ 437,737	\$ 437,737	\$ 438,387	\$ 443,952	\$5,565
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NOTE: A budget request was approved (\$60,000) for Alcohol Tax funds, but this request is not part of the Social Services, Economic Development or Quality of Life budgets.