

**MINUTES**  
**MANHATTAN URBAN AREA PLANNING BOARD**  
**City Commission Room, City Hall**  
**1101 Poyntz Avenue**  
**June 3, 2013**  
**7:00 p.m.**

**MEMBERS PRESENT:** Gary Stith, Chairperson; Linda Morse, Vice-Chairperson; Phil Anderson; John Ball; Jerry Reynard; and, Ron Hageman.

**MEMBERS ABSENT:** Mike Kratochvil.

**STAFF PRESENT:** Eric Cattell, Assistant Director for Planning; Lance Evans, Senior Planner; Steve Zilkie, Senior Planner; Chad Bunger; and, Bob Isaac, Riley County Planner.

**OPEN PUBLIC COMMENTS**

No one spoke.

**CONSENT AGENDA**

**APPROVE THE MINUTES OF THE MAY 20, 2013, MANHATTAN URBAN AREA PLANNING BOARD MEETING.**

Anderson moved that the Board approve the Consent Agenda. Reynard seconded the motion, which passed on a vote of 6-0.

**GENERAL AGENDA**

**REMOVE FROM THE TABLE AND CONDUCT A PUBLIC HEARING TO CONSIDER AMENDMENTS TO SECTION 2-DEFINITIONS, SECTION 6-C ZONES, SECTION 10-PLANNED UNIT DEVELOPMENT REGULATIONS; SECTION 16-AREAS ADJACENT TO TRAFFICWAYS, OF THE RILEY COUNTY ZONING REGULATIONS AND SECTION 2-DEFINITIONS, SECTION 4 – STANDARDS OF DESIGN; SECTION 5 – STREET CONSTRUCTION AND DESIGN, OF THE RILEY COUNTY SUBDIVISION REGULATIONS. (RILEY COUNTY PLANNING BOARD)**

Morse moved that the Planning Board remove the item from the table. Reynard seconded the motion, which passed 6-0.

Isaac presented the staff report and recommended approval.

Stith said it was important the proposed language in the Riley County Zoning and Subdivision Regulations be consistent with language used the Kansas Department of

Transportation and Metropolitan Planning Organization (MPO) because a transportation plan is being prepared with road classification in the MPO a part of the Plan. He said consistent language used by all agencies reduces public confusion.

Morse agreed with Stith and asked, at a future date, for description of the roads affected by the proposed road classification changes.

Stith opened the public hearing.

No one spoke.

Stith closed the public hearing.

Ball moved that the Planning Board recommend approval to the Board of County Commissioners of Riley County of the proposed amendments to the Riley County Zoning Regulations and Riley County Subdivision Regulations as published.

Anderson seconded the motion, which passed on a vote of 6-0.

**A PUBLIC HEARING TO AMEND ORDINANCE NO. 6607 AND THE APPROVED PRELIMINARY DEVELOPMENT PLAN OF LOTS 2, 7, AND 8, HERITAGE SQUARE SOUTH COMMERCIAL PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED SOUTH OF THE INTERSECTION OF U.S. 24 HIGHWAY AND SOUTH PORT DRIVE. THE AMENDMENTS ARE IN THE FORM OF A FINAL DEVELOPMENT PLAN. (APPLICANT/OWNER: SCHULTZ CONSTRUCTION – BRETT BALLOU)**

Bunger presented the staff report and recommended approval.

Stith asked about the landscaping plans. Bunger said the landscape plans met the minimum requirement.

Stith asked about the shift of the property line between the Aarons' site and Dollar General. Bunger explained that the relocated boundary line, as a part of the Final Plat, was due to a desire by Dollar General to not have a shared driveway and parking.

Stith opened the public hearing.

Brett Ballou, applicant, said Midway Wholesale is a local business, which is excited about moving to the PUD and Aarons will be a new business in the City.

Stith closed the public hearing.

Morse said the proposal meets the intent of the original PUD and is glad to see it build out.

Anderson asked why the lot line shifted.

Tim Schultz, owner, said it was a requirement of Dollar General in their lease space and the covenants for the Dollar General site were rewritten to get them on the site. Schultz said the covenants require cross parking between lots and Dollar general didn't like that requirement. Additionally, the PUD isn't using that parking system. Each lot has its own parking lot.

Staff indicated the change to circulation with the Aarons lot was not a substantial modification and an amendment of the Dollar General site was not required.

Ball moved that the Planning Board recommend approval of an ordinance amending Ordinance No. 6607 and the approved Preliminary Development Plan of Lots 2, 7 and 8, Heritage Square South Commercial Planned Unit Development, to be known as the Final Development Plan of Lot 2, Heritage Square South Commercial Planned Unit Development, Unit Two, and the Final Development Plan of Lots 7 and 8, Heritage Square South Commercial Planned Unit Development, based on the findings in the Staff Report.

Reynard seconded the motion, which passed on a vote of 6-0.

**APPROVE THE FINAL PLAT OF HERITAGE SQUARE SOUTH, UNIT TWO, GENERALLY LOCATED SOUTHEAST OF THE INTERSECTION OF U.S. 24 HIGHWAY AND SOUTH PORT DRIVE. (APPLICANT /OWNER: SCHULTZ CONSTRUCTION – BRETT BALLOU)**

Bunger presented the staff report and recommended approval.

Ball moved that the Planning Board approve the Final Plat of Heritage Square South, Unit Two, PUD, A Commercial Planned Unit Development, based on the findings in the Staff Report.

Reynard seconded the motion, which passed on a vote of 6-0.

**A PUBLIC HEARING TO AMEND ORDINANCE NO. 6568 AND THE APPROVED FINAL DEVELOPMENT PLAN OF TREASURES OF THE HEART MIXED USE PLANNED UNIT DEVELOPMENT (PUD) TO CONVERT THE COMMERCIAL FIRST FLOOR SPACE AT 518 YUMA STREET TO TWO, ONE-BEDROOM DWELLING UNITS. (APPLICANT/OWNER: JON HENRY)**

Zilkie presented the staff report and recommended approval.

Stith asked if a landscape plan should be included. Zilkie said there were some minor changes to landscape plan between the Final Plan and building plan but not to the extent that it required an amendment.

Stith opened the public hearing.

Wynn Cragg, Cragg's Remodeling and representing the applicant and owner, spoke in favor of the request and said he would be doing the renovation work. Cragg said the antique store didn't work out and the owner needs to do something productive with the space.

Stith closed the public hearing.

Stith said the building doesn't look commercial and the change to residential fits the building and the area. He questioned how a commercial building would work because the building doesn't look commercial.

Morse agreed.

Ball moved that the Planning Board recommend approval of an amendment of Ordinance No. 6568 and the Revised Final Development Plan of Lot 2, Treasures of the Heart Mixed Use Planned Unit Development for a proposed conversion and remodel of the of the first floor commercial retail space at 518 Yuma Street to two, one bedroom dwelling units, and the revised off-street parking configuration for the PUD, with the three conditions of approval, based on the findings in the Staff Report:

1. There shall be shared off-street parking between Lots 1, 2 and 3, Treasures of the Heart Mixed Use PUD.
2. There shall be shared use of trash receptacles between Lots 1, 2 and 3 in Treasures of the Heart Mixed Use PUD.
3. The trash receptacle on Lot 3 shall be enclosed with six foot tall sight obscuring screening.

Reynard seconded the motion, which passed on a vote of 6-0.

### **REPORTS AND COMMENTS BY BOARD MEMBERS**

Cattell updated the Board on the upcoming Comprehensive Plan.

Morse stated that she served on the Gateway Plan and was struck by how close Wabaunsee County was to Manhattan. She then asked if it is close enough to be included in the Comprehensive Plan update.

Cattell explained that it was the Wabaunsee County Rural Water District included in the Gateway Plan but Wabaunsee County is still a distance away.

Ball asked if looking to expand Manhattan's city limits outward is going to be included in the Comprehensive Plan and what the process for expanding the city limits is.

Cattell explained the history of annexation for Manhattan and how the Comprehensive Plan fits into the process. He said that annexation is a long process and that there are

limitations to the amount of acreage that can be annexed over a 5 year period unless the property owner is requesting to be annexed. Cattell also discusses the legal process between the two planning strategies.

Morse expressed her encouragement for the Comprehensive Plan and the possibility of expanding the area. She also voiced her concerns over neighborhoods that lack curbs and drainage systems.

Cattell discussed the process of the existing neighborhoods getting annexed by the city and that most often it takes several years for the majority of the neighborhood to get on board with the idea.

Morse agreed that it's a challenge and expressed her concern over the standards that are found in county areas.

Cattell said that development in county is usually not built to an urban standard and that it would be an issue in the Timber Creek addition in the future. Cattell reemphasized the strategies in the Comprehensive Plan and that the city doesn't necessarily annex everything within the future growth areas. Cattell also said that it's important to plan for that growth and for the services that are needed.

Morse commented about the areas that are within the growth boundary and that we have built out some of those areas we planned. She expressed that it is very important that we do this.

Cattell said that we don't know what the study area will be until there are discussions between the two counties. Cattell then mentioned including Pottawatomie County on the Manhattan Urban Area Planning Board and said that this idea has been discussed before.

Stith said that he hopes that will happen and clarified the boundary being updated along with the Comprehensive Plan. Stith then asked if the Marlatt addition will be included in the updates.

Cattell said that he was sure it's going to be a part of the discussion and that Pottawatomie County is interested in including it. Cattell then stated that Manhattan's section is mainly in the flood plain area and would be used for access to a lot of potential developable land. He said it's just a matter of how to serve the land.

Stith asked about the steering committee selection process.

Cattell said that last time it was done by the governing bodies with input from the staff and that there is a list of representatives.

Stith then asked if there will be an opportunity for the community to express interest in serving on the steering committee. Cattell replied definitely.

Stith suggested that staff on the MPO and Regional Council be included on the technical committee for better coordination. Cattell said that the technical committee will probably expand and contract during the process.

Stith suggested addressing implementation in the Comprehensive Plan a little more and that sometimes plans leave question marks on how to act out the plan.

Cattell referenced Chapter 14 of the current Comprehensive Plan and said that he assumes they will do something similar and even expand on it.

Stith said that infill and redevelopment around the university needs to be addressed in the Comprehensive Plan. Stith then said that he thinks the university is going to grow.

Cattell referenced the university's Comprehensive Plan presentation and that Lance and Kevin are doing background work for the area west of campus. Cattell said he has talked to K-State about their growth and they said they were expecting a 1%-2% growth.

Stith said that the success K-State has experienced in sports bodes well for its future in terms of student enrollment.

Morse expressed that she is particularly interested in the university to be involved in the Comprehensive Plan.

Cattell said that last time around they were involved.

Morse said that recently they have not been involved.

Cattell explains the university's plans for the future and mentioned that an in house study looking at the impact of NBAF was completed. Cattell addressed the June 17<sup>th</sup> meeting and he will give an update after everyone talks. Cattell then said that there will be no meeting on July 1.

Morse said that the topics that are not covered can be covered at the next meeting and that all topics are important.

Stith mentioned that of the four he thinks the legal training is the one he can use the most. Cattell said that if legal is available they will definitely do it.

Stith opens up for other additional comments.

Anderson said that he understands that there is a city staff meeting for the public about signs.

Cattell said that we are in the process of rewriting the sign regulations and holding focus group meetings.

Bunger explained the focus group process in more detail.

Anderson asked if there are any thoughts to coordinate with the county or if there are any county representatives. Anderson said he was on the sign committee for the county.

Cattell said we don't have formal committees like the county did and explained the process for the summer. He then said he doesn't think that the process will include a committee like the county did but there is one issue regarding digital signage that might create the need for a working group.

Anderson asked if it will come before this group.

Cattell said yes as well as a formal public hearing process and that they will be looking at what Riley County has done.

Anderson expressed his appreciation for Reynard's house being included on the garden tour and that he is working on the East bridge project. The project is closing on \$15,000 and the funds will be matched at \$20,000 which would get them to \$40,000. \$50,000 is the goal.

Ball explained details of the Manhattan airport open house.

Stith closed the meeting.

Respectfully submitted,

Steve Zilkie, Senior Planner, and Chase Johnson, Intern