

**AGENDA**  
CITY OF AUGUSTA  
PLANNING COMMISSION  
September 14, 2020  
8:00am

*“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce and culture.”*

**A. CALL TO ORDER**

**B. MINUTES**

**1. AUGUST 24, 2020 PLANNING COMMISSION MEETING MINUTES**

Approval of minutes for the August 24, 2020 Planning Commission meeting.

**a. Planning Commission Motion / Vote**

**2. AUGUST 31, 2020 CITY COUNCIL/PLANNING COMMISSION JOINT WORK SESSION MINUTES**

Approval of minutes for the August 31, 2020 City Council/Planning Commission joint work session.

**a. Planning Commission Motion / Vote**

**C. BUSINESS**

**1. AUGUSTA PRIDE AND PROGRESS COMPREHENSIVE PLAN AND ZONING AND SUBDIVISION REGULATIONS**

Review Draft Comprehensive Plan and Draft Zoning and Subdivision Regulations and make recommendation to the City Council for adoption.

**a. Staff Report**

**b. Planning Commission Motion / Vote**

**D. ADJOURN**



**Planning Commission Minutes**  
**Special Meeting**  
August 24, 2020  
6:00pm

**Members Present:** David Bisagno; Elmer Simon; Nick Hoefgen; Jake McClure; Connie Thurman; Jim Keller; Rick Blue

**Members Absent:**

**Staff Present:** Anita Riley, City Planner  
Cody Sims, Assistant City Manager  
Tim Johnson, Utility Director  
Susan Smith, Community Development Administrative Assistant

**Visitors Present:** Charlie Brown; Tom Leffler

*Minutes:* Thurman made a motion to approve the minutes from the August 11th; Hoefgen seconded the motion. Motion carried without opposition.

*Business:*

*Planning Area and Urban Jurisdiction Determination*

Riley provided the staff report of Planning Area and Urban Jurisdiction boundaries Augusta Comprehensive Plan.

Thurman made a motion to approve the Planning Area and Urban Jurisdiction, but to review yearly and pending on Butler County's approval; Blue seconded the motion. Motion carried without opposition.

*Zoning Regulations Update*

Riley provided the staff report for the Zoning Regulations Update for the Augusta Comprehensive Plan.

Thurman made a motion to approve the updated Zoning Regulations; Hoefgen seconded the motion. Motion carried without opposition.

*Airport Overlay District*

Riley provided the staff report for the Airport Overlay District for the Augusta Comprehensive Plan.

Blue made a motion to approve the updated Zoning Regulations; Hoefgen seconded the motion. Motion carried without opposition.

*Site Plan Review Process Determination*

Riley provided the staff report for the Site Plan Review Process for the Augusta Comprehensive Plan.

Hoefgen made a motion to approve the Site Plan Review with a 14-day review period; Blue seconded the motion. Motion carried without opposition.

*Subdivision Regulations Workshop*

Riley provided the staff report for the Subdivision Regulations for the Augusta Comprehensive Plan.

*Adjourn:*

Hoefgen made a motion to adjourn at 7:43 PM; Blue seconded the motion. Motion carried without opposition.

/s/Susan Smith, Secretary

DRAFT



**City Council/Planning Commission Joint Work Session**

August 31, 2020

6:00pm

**Council Present:** Eric Birk; Jamie Crum; Kip Richardson; Bill Slade; Ron Reavis; Mike Rawlings; Mike Huddleston; Tom Leffler

**Council Absent:** Cale Magruder

**Commission Present:** David Bisagno; Rick Blue; Elmer Simon; Nick Hoefgen; Connie Thurman; Jake McClure

**Commission Absent:** Jim Keller

**Staff Present:** Josh Shaw, City Manager  
Cody Sims, Assistant City Manager  
Susie Geiger, Assistant to the City Manager  
Austin Parker, City Attorney  
Anita Riley, City Planner  
Susan Smith, Community Development Administrative Assistant

**Visitors Present:** Mitch Coffman

Pledge of Allegiance

Prayer: Mayor Rawlings gave the invocation.

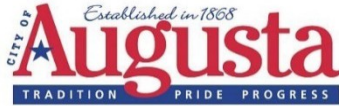
*Business:*

Conduct Work Session to discuss financing for development in Augusta.

*Adjourn:*

Richardson made a motion to adjourn at 7:50pm; Leffler seconded the motion. Motion carried without opposition.

/s/Susan Smith, Secretary



**CITY OF AUGUSTA  
PLANNING COMMISSION  
AGENDA REPORT**

Meeting Date: September 14, 2020  
 Department: Community Development  
 Submitted By: Anita Riley, City Planner  
 Prepared By: Anita Riley, City Planner  
 Agenda Title: **Augusta Pride and Progress Comprehensive Plan and Zoning and Subdivision Regulations**

**RECOMMENDED ACTION:**

Review Draft Comprehensive Plan and Draft Zoning and Subdivision Regulations and make recommendation to the City Council for adoption.

**BACKGROUND:**

Professional Engineering Consultants, P.A. (PEC) was contracted in May 2017 to prepare a comprehensive plan and to update zoning and subdivision regulations for the City and its extraterritorial jurisdiction.

*Comprehensive Plan*

The comprehensive plan is the official policy document of the City of Augusta. The plan serves in at least seven capacities:

1. To define the desired future of Augusta;
2. To identify community needs to achieve the vision and goals;
3. To protect the City's public investments;
4. To allow development in a way that protects valued resources;
5. To shape the appearance of the City;
6. To promote economic development; and
7. To establish City policy to address community needs.

The City's current plan was adopted in May 2002. In the nearly twenty years since adoption, the plan had one small scale amendment in 2003. Consequently, a new plan is needed to respond to existing conditions in the City and its Planning Area, to prepare for future changes in land use and demographics, to incorporate current planning concepts, and to reflect changes in the City's goals.

Since work on the comprehensive plan began, PEC and Staff have completed the following tasks:

1. Collected data and assessed existing conditions in the City;
2. Created a Core Team and Steering Committee;
3. The Core Team and Steering Committee each met four times, for a total of eight meetings;
4. The Community Profile was developed and delivered to the City;
5. Two Community Surveys were developed and conducted, and results delivered to the City; and
6. A preliminary copy of the Comprehensive Plan developed and delivered to the City.

Public participation is an essential component for updating the comprehensive plan and the City is committed to ensuring the goals and values of the public are reflected in the plan. PEC and the City of Augusta have invested numerous hours preparing for and participating in outreach through several avenues, including:

1. Developing and maintaining current and relevant website information;
2. Posting current and relevant information to Facebook and Twitter;
3. Conducting community surveys;
4. Hosting two open houses/public meetings;
5. Holding four Steering Committee meetings; and
6. Conducting two workshops to review and revise the Comprehensive Plan.

### *Zoning Regulations*

Zoning Regulations are loosely based on the adopted comprehensive plan. They are intended to:

1. Guide the development of the city in an orderly manner;
2. To protect and enhance the quality of the natural and built environment; and
3. To promote the public health, safety and general welfare by regulating the use of land and buildings and the location and basic form of structures.

The current zoning regulations were adopted April 2000 with small amendments being made over the years. As they now need updating to reflect current planning practice and address the types of development and activities commonly seen, the decision was made to replace rather than update them.

PEC drafted new zoning regulations based on a common standard for the area. The regulations were delivered in November 2018 and were reviewed by City staff. The Planning Commission conducted a workshop on August 11, 2020 to review the draft zoning regulations.

### *Subdivision Regulations*

Subdivision regulations work with the zoning regulations to guide development. They are intended to ensure that the division of land into smaller units results in lots or parcels that are useable and safe and reflect the physical characteristics of the site.

The City's current subdivision regulations were adopted March 2002 and have also seen small scale amendments over time. They have been updated to reflect current planning practice.

PEC delivered the draft subdivision regulations in September 2019 and were reviewed by Staff.

The Planning Commission conducted a workshop on August 24, 2020 to review the draft subdivision regulations.

**ANALYSIS:**

*Comprehensive Plan*

The comprehensive plan is the backbone of the community's planning efforts. It outlines the challenges facing Augusta, identifies solutions, and provides guidance on planning-related decisions. The solutions and guidance are given in the form of goals and policies and provide a blueprint for future land use in the City and its Growth Area. This serves as a basis for the zoning and subdivision regulations and other plans, ordinances, and guidelines. The comprehensive plan is a living document that should grow and change with the community.

The draft Comprehensive Plan expands the Planning Area and updates the Future Land Use Map. It also provides location and design guidelines for development in the City and the Planning Area. The Economic Development Element has been updated to reflect current conditions and the remaining elements have been updated to reflect Smart Growth and Strong Towns principles.

*Zoning Regulations*

The Draft Zoning Regulations will replace the current regulations and provide a number of revisions, including:

- GIS based zoning map;
- Reduction in the number of zoning districts from twenty-five districts to thirteen;
- Update to allowable uses in zoning districts;
- Expansion of the parking and loading requirements;
- Update to sign regulations; and
- Addition of a section on compatibility buffers.

*Subdivision Regulations*

The Draft Subdivision Regulations provide a number of revisions, including:

- Replacement of the subdivision development plan with a sketch plat process;
- One step plat process;
- Update of application requirements for plat processes;
- Expanded street layout and design standards;
- Updated improvement procedures and requirements; and
- Addition of replat, vacation, and correction plat processes.

**RECOMMENDATION:**

Approve as presented.

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**Zoning Administrator Approval Date:** September 14, 2020

**City Planner Approval Date:** September 14, 2020

**Attachments** *(list in packet assembly order):*