

AGENDA
CITY OF AUGUSTA
PLANNING COMMISSION
December 10, 2018
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. OCTOBER 8, 2018 PLANNING COMMISSION MEETING MINUTES

Approval of minutes for the October 8, 2018 Planning Commission meeting.

a) Planning Commission Motion / Vote

C. BUSINESS

1. PRELIMINARY PLAT FOR FAMILY 1ST LIVING

Consider approval of a Preliminary Plat prepared by Baughman Company, P.A. for expansion of the Family 1st Living community located at Campbell Road and Cedar Lane.

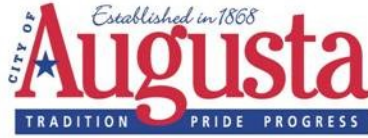
a) Staff Report

b) Planning Commission Motion / Vote

D. MATTERS FROM / FOR COMMISSION

1. Update on the Augusta Action Comprehensive Plan

E. ADJOURN



Planning Commission Minutes

October 8, 2018

8:00am

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

Members Absent: Jim Keller

Staff Present: Travis Combes, Environment Inspector
Susan Smith, Community Development Administrative Assistant

Visitors Present: C.D. Treadwell

Minutes:

Blue made a motion to approve the minutes from the July 23, 2018 and August 6, 2018 meetings; Simon seconded the motion. Motion carried without opposition.

Business:

Conditional Use Permit for the former IGA grocery store located at 303 West 7th Avenue: Blue made a motion to approve the Conditional Use Permit for Global Parts to use the former IGA grocery store as a warehouse with the following conditions and restrictions:

1. *PERMITTED USE. The use permitted for this Conditional Use Permit shall be limited to warehousing and storage of aviation parts and components in support of operations for Global Parts.*
2. *OUTDOOR STORAGE. Outdoor storage shall be prohibited with this Conditional Use Permit.*
3. *TRASH AND DEBRIS. Trash and/or debris generated as a result of the warehouse and storage operations inside the existing building may not be allowed to accumulate and must be placed in appropriate receptacles designed for refuse and/or recycling materials as provided by the City of Augusta Public Works Department – Solid Waste Division.*
4. *DRAINAGE. The effect of runoff from the tract of land must be mitigated.*
5. *SIGNAGE. Any new signage shall comply with the City of Augusta, Kansas Sign Regulations.*
6. *PERMITS. No construction or other activities shall commence on any portion of the tract of land without the proper permits from the City or other appropriate governmental unit.*

7. *SUNSET. This permit shall be in full force and effect throughout the duration of Global Part's permitted operation within the existing building, provided the site remains in compliance with these conditions and restrictions, as well as all applicable local, state, and federal laws, rules, and regulations. If, at any time, Global Parts terminates the storage and warehouse use of the property, as permitted with this Conditional Use Permit, no additional use shall take over the property, unless in explicit compliance with the adopted zoning regulations for the City of Augusta, Kansas.*
8. *REVOCATION & EXPIRATION. This Conditional Use Permit shall qualify for expiration and/or revocation as follows:*
 - a. *The Conditional Use Permit shall be come null and void within 180 days of the date of approval if not exercised. The Conditional Use Permit shall be considered exercised when the use has been established or when a building permit has been issued and substantial construction accomplished.*
 - b. *If the building permit or use is abandoned or discontinued for a period of 180 days, it may not be re-established unless authorized by the Board upon appeal.*
 - c. *A Conditional Use Permit may be revoked if the applicant fails to comply with the imposed conditions, restrictions and safeguards imposed herein.*

Hoefgen seconded the motion; Motion carried without opposition. (David Bisgano abstained from voting due to a conflict of interest; Connie Thurman served as the Chair for this business item).

Zoning District Reclassification for property located at 12249 SW Hwy 54: Thurman made a motion to approve the Zoning District Reclassification from CC – Central Commercial to I – Industrial for property located at 12249 SW Hwy 54; Simon seconded the motion. Motion carried without opposition.

Adjourn:

Thurman made a motion to adjourn at 8:27am; Hoefgen seconded the motion. Motion carried without opposition.

/s/Susan Smith, Secretary



**CITY OF AUGUSTA
PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: December 10, 2018
 Department: Community Development
 Submitted By: Cody Sims, Assistant City Manager
 Prepared By: Cody Sims, Assistant City Manager
 Agenda Title: **Preliminary Plat for Family 1st Living**

RECOMMENDED ACTION:

Approval of the Preliminary Plat prepared by Baughman Company, P.A. for expansion of the Family 1st Living community located at Campbell Road and Cedar Lane.

BACKGROUND:

For the past couple of months, representatives with Family 1st Living have been working on a plan to expand their manufactured home community located at Campbell Road and Cedar Lane. Staff first met with Nick Hoefgen and Angie Johnston on August 28, 2018 to discuss the project and establish a path forward. The Preliminary Plat is the first planning document that will be presented to the Planning Commission for this project.

The Preliminary Plat was first submitted to the City of Augusta on November 6, 2018. A review meeting was held at Augusta City Hall on November 20, 2018 to receive feedback from various city departments regarding the feasibility of the proposal. Staff met with Angie Johnston and Nick Hoefgen on November 27, 2018 to discuss the review comments and gather input. Department comments were returned to Baughman Company, P.A. on November 28, 2018, and a revised Preliminary Plat was submitted to the City of Augusta on Wednesday, December 5, 2018 with all comments incorporated as requested or agreed upon.

ANALYSIS:

The zoning regulations specify the following design standards for all manufactured home parks, as outlined in Section 407.6:

1. Private roadway of not less than 30 feet wide if parking is permitted on both sides of the street, 25 feet wide if parking is permitted on one side of the street only, or 20 feet if no on-street parking is permitted.

2. Additional off-street parking may be required for 20 and 25 foot streets.
3. Fire hydrants shall be installed so that no lot is farther than 500 feet from a fire hydrant. All main water lines shall not be less than six (6) inches in diameter.
4. Each lot is to be served by no less than a 5/8" or 3/4" water meter.
5. Park owners are encouraged to construct storm shelter for use by the park residents.

As shown on the plat, the entrance servicing Lot 8 – Lot 11 is a *private* drive that will need to be constructed of hard surface (concrete or asphalt). The width of the proposed private drive is 30', which meets the requirements of the design standards and allows for on-street parking on both sides of the street. Because of the limited space to work with, any on-street parking will make it difficult to access Lot 8 – Lot 11 with large trucks. The City of Augusta will not be able to maneuver solid waste trucks down the proposed private drive; therefore, it will be the responsibility of the tenants to take their trash and recycle carts to Cedar Lane each week for collection. This has been communicated with Nick and Angie.

The Subdivision Regulations require all right-of-way for local streets to be a minimum of 60' wide; however, the right-of-way for Campbell Road is 40' wide. This is an existing city street and staff is not aware of any alternative that would provide the additional 20' of right-of-way without encroaching on private property. With this project, Campbell Road will be improved to city-standard at a width of 29' curb back-to-curb back, which is consistent with the remainder of the manufactured home community.

There is an existing fire hydrant along the north side of Cedar Lane at Campbell Road. A new 6" water main will be extended south from the existing fire hydrant to service Lot 1 – Lot 7; a new fire hydrant will be installed at Lot 7. The new 6" main and fire hydrant will provide needed fire protection for the expansion. From the new fire hydrant, the 6" water main will loop around to Ridgewood Drive to prevent a dead-end on Campbell Road. Another new 6" water main is proposed to be constructed along the north side of Lot 1, along the south edges of Cedar Lane and the proposed private drive to service lot 8 – Lot 11. This will prevent private water service lines from traversing street right-of-way and sanitary sewer easements. While the Preliminary Plat includes a 15' Utility Easement, a note will be needed on the Final Plat providing the City of Augusta the right to access the proposed private drive in the event maintenance is needed on the water main.

New 8” sanitary sewer mains and four (4) manholes are proposed that will tie into an existing 18” sanitary sewer main. The proposed sanitary sewer infrastructure will be located in a 20’ drainage and utility easement that will be dedicated with the Final Plat.

Lastly, the zoning regulations require a minimum lot size of 5,000 square feet, with minimum lot frontage of 50’ and minimum lot depth of 100’. Each lot in the plat is over 5,000 square feet; however, only one lot meets the 50’ lot frontage requirement. The remaining lots have frontage between 45’ and 48’; all lots exceed the minimum lot depth. Staff does not have concern with this because the minimum lot size is exceeded on each lot, but rather making note for the Planning Commission’s understanding.

With approval of the Preliminary Plat, additional planning work to finish this project will include a Final Plat, Preliminary and Final Master Drainage Plan, and zoning district reclassifications for the 11 lots to R-4 Manufactured Home Park. Because of publication requirements established in Kansas law and the upcoming Christmas and New Year holidays, the remaining planning meetings with the Planning Commission will likely take place in January 2019.

Zoning Administrator Approval Date: 12-06-2018

Attachments (*list in packet assembly order*):

1. *Preliminary Plat Review Comments for Baughman Company, P.A.*
2. *Proposed Preliminary Plat for Family 1st Living*

Mike Rawlings
Mayor

City Council Members
David Bates
Paul Belt
Eric Birk
Jamie Crum
Tom Leffler
Cale Magruder
Ron Reavis
Kip Richardson



Post Office Box 489
113 E. 6th Avenue, Augusta, Kansas 67010
Phone (316) 775-4510 Fax (316) 775-4566
www.augustaks.org

Josh Shaw
City Manager
Cody Sims
Assistant City Manager
Erica Jones
City Clerk/Finance Director
William Webster
Electric Utility Director
Bob Sage
Public Safety Director
Makala Navarro
Human Resources Manager

November 28, 2018

Michael G. Conrey
Baughman Company, P.A.
315 North Ellis Street
Wichita, KS 67211

RE: Preliminary Plat Review – Family 1st Living, Augusta, KS

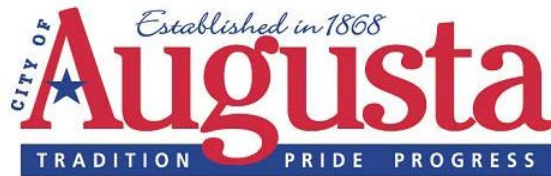
Dear Mr. Conrey,

The City of Augusta has completed an initial review of the Preliminary Plat submitted for the Family 1st Living expansion project that is proposed to be located at Campbell Road and Cedar Lane in Augusta, Kansas. The following are city comments that either need additional clarification or need to be incorporated into the Preliminary Plat. The Preliminary Plat is tentatively scheduled to be presented to the Augusta Planning Commission on Monday, December 10, 2018 at 8:00am in the City Council Chambers at Augusta City Hall. An updated copy of the Preliminary Plat will need to be resubmitted to the Community Development Office no later than Wednesday, December 5, 2018. If additional time is needed, please coordinate with Susan Smith (ssmith@augustagov.org; (316) 775-4505) in the Community Development Office.

1. The right-of-way for Campbell Road is shown as 40' on the Preliminary Plat; however, the Augusta Subdivision Regulations require a minimum width of 60' for local streets. Being an existing city street, albeit unimproved at this point, the width of the right-of-way is an issue that will need to be discussed with and approved by the Planning Commission during their review of the Preliminary Plat. Since this will not meet the requirements of the Subdivision Regulations, a note will need to be included on the Final Plat, acknowledging the nonconformity. City staff will present this to the City Attorney to make sure he does not have any additional legal advice that needs to be considered.
2. The Preliminary Plat shows a 2" water line extending south from a fire hydrant on Cedar Lane, along the east side of Campbell Road. However, during the City review, the water superintendent indicated water infrastructure does not currently extend down the entire length of the road. The 2" main stops near the proposed property line between Lot 1 and Lot 2. **After coordinating with the Augusta Department of Public Safety, a 6" water main will need to be extended as part of this project south from the existing fire hydrant at Cedar Lane and Campbell Road to accommodate the new growth and provide fire protection. The new 6" main will need to include a new fire hydrant near the south property line of Lot 7 and loop back to the existing 6" water main at**

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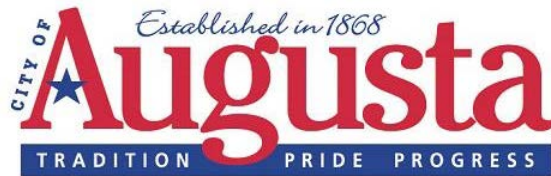
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the intersection of Ridgewood Drive and Campbell Road. The requested 6” main is consistent with the remainder of the Family 1st Living community. Please coordinate the design of water infrastructure with the City Engineer – Mike Stump, Schwab-Eaton, P.A. at (316) 722-4472 or via e-mail at mstump@schwab-eaton.com.

3. Lot 8 – Lot 11 do not appear to be readily accessible to water mains without installing long service lines through public right-of-way and under city streets. In the event of a service line failure, this could lead to costly repairs and potential service disruptions. There may also be conflicts between water and sanitary sewer infrastructure. After discussing this issue with Family 1st Living representatives, **please add a 20’ Utility Easement centered on the property line between Lot 1 and Lot 2 that extends east through Lot 8 – Lot 11. The easement on Lot 8 – Lot 11 needs to abut the private access. On Lot 11, please extend the requested Utility Easement far enough east to adjoin to the proposed 10’ Utility Easement on the east property line.**
4. Along the north side of Cedar Lane, the existing water main is called out on the Preliminary Plat as an “Existing 6” Water Line” and “Existing 8” Water Line.” The City’s GIS system shows this as a 6” main. **Please review and confirm the size of this main before resubmission of the Preliminary Plat.**
5. A private access is shown for Lots 8 – 11; however, the design does not provide enough room to maneuver large trucks, such as solid waste trucks, emergency vehicles, or utility trucks (electricity, sewer, etc.). Because of the space restrictions to design the access as a public street to city standards, it is better to leave this as a private entrance with the understanding the City of Augusta will not be able to have direct access to the homes on these four (4) lots. As a result, tenants will be responsible for taking their trash and recycle carts to Cedar Lane for weekly collection.
6. Location for proposed sanitary sewer infrastructure, including manholes, needs to be shown on the Preliminary Plat. Are there any provisions for storm water drainage with this project? While storm water provisions will be detailed on the Master Drainage Plan, general provisions for site drainage should also be shown on the Preliminary Plat. Please coordinate the design of sanitary sewer infrastructure and storm water sewer infrastructure (if applicable) with the City Engineer.
7. What standard will guide the improvement of Campbell Road? Please coordinate the improvement of public streets with the City Engineer to ensure appropriate standards are met.

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8. The existing utility easements along the railroad right-of-way are currently 16'; however, there is a note indicating they are going to be vacated with the final plat and re-dedicated at 10'. The proposed width does not provide adequate room to maneuver personnel and equipment during utility maintenance. After discussing with Family 1st Living representatives, **the easement along the east side of Lot 11 can reduce down to 10'; however, please retain the width along the diagonal property line at the existing 16'.** Also, will the master drainage plan utilize these easements for drainage infrastructure? If so, they will need to be renamed "*Drainage & Utility Easement.*"

If you have any questions, please contact me at your convenience. I can be reached via telephone at (316) 775-4505 (Monday – Friday, 8:00am – 5:00pm) or via e-mail at csims@augustagov.org.

Sincerely,

Cody Sims
Assistant City Manager