



# Pottawatomie County Planning Commission

Andrew Klein – Member  
Tim Diederich - Member  
Robert Boyd – Member

Marcie Wood – Member  
Michael Heigert – Member  
Doug Kern - Member  
Robert Busby - Member

Armon Bosse - Member  
Jared Cox – Member  
Norm Stutzman – Member

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## Agenda

Date: June 18, 2020  
Time: 7:00 P.M.  
Location: Via Zoom Meeting – call in and / or on-line

### Join Zoom Meeting

<https://zoom.us/j/99928903413?pwd=VDdDWDJoUVE3RGNOWjN6Vm5XbTFhdz09>

Meeting ID: 999 2890 3413  
Password: 480870

### Connect by phone using one of these numbers:

- +1 253 215 8782 US (Tacoma)
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- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

Meeting ID: 999 2890 3413  
Password: 480870

Planning & Zoning Office Number: 785-457-3551

Email: [zoning@pottcounty.org](mailto:zoning@pottcounty.org)

1. Call to Order - Roll Call
2. Public Comments – Non Agenda Items Only
3. Approval of May 21, 2020 Meeting Minutes
4. Consent Agenda – No Items
5. Adoption of the Regular Agenda
6. Regular Agenda
  - A. Final Plat Review – Wam-Teau Ranch Unit Two (A re-plat of existing Lot 1 & 2)
  - B. Discussion: Comprehensive Plan Review Procedure
7. Election of Officers –  
Planning Commission Chair, Vice-Chair & Secretary  
Board of Zoning Appeals – Chair & Vice Chair
8. Adjournment



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Norm Stutzman - Member

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## Meeting Minutes for May 21, 2020

**\*\*Because of the Coronavirus pandemic, the meeting was held via Zoom - on-line and call in\*\***

In "Attendance":      Marcie Wood      Location: Zoom Meeting  
                                 Jared Cox  
                                 Doug Kern  
                                 Armon Bosse Jr.  
                                 Robert Busby

Absent:                    Andrew Klein  
                                 Norm Stutzman  
                                 Jared Cox  
                                 Robert Boyd  
                                 Tim Diederich

County Staff            John Keller - County Planner  
                                 Gregg Webster - Zoning Administrator  
                                 Stephan Metzger - Assistant Planner

**As there were only 4 members" present", only general discussion took place.**

### **Discussion - Site Plan Review Process**

Metzger explained when site plans are required and the current process for reviewing them.

He explained the requirements for a site plan are noted in the Unified Development Regulations.

He noted, that depending on the project, the site plan could be very simple or complex.

He explained the process for the staff's review prior to it being scheduled with the Planning Commission.

He asked how the Planning Commission felt, knowing the site plan has already been scrutinized by staff prior to it being presented to them.

He asked if the Board wanted to leave site plan review up to staff or continue with the way it is currently done.

Marcie Wood and Robert Busby were fine with the current procedure.

Doug Kern felt the staff does a good job with reviewing them and was OK with only staff doing it.

Jared Cox joined the meeting by phone.

It was determined there was a quorum present.

As the Chair and Vice-Chair were not present, Marcie Wood was Chair for the meeting.

### **Call to order**

Wood called the meeting to order at 7:15 p.m.

She called the roll, with members being present as shown.

### **Public Comment**

There was no public comment on non-agenda items.

### **Approval of April 16, 2020 Meeting Minutes**

Doug Kern made a motion to approve the minutes as written.

JR Bosse seconded the motion and it was approved unanimously.

### **Consent Agenda**

No items

### **Regular Agenda**

Metzger requested that the final plat of Rockenham Woods subdivision be added to the agenda, for review and approval.

Bosse made the motion to approve the agenda with the addition of the final plat of Rockenham Woods.

Cox seconded the motion and it was approved unanimously.

### **Discussion – Site Plan Review Process**

Metzger explained the current procedure for reviewing and approving site plans.

He explained there are site plan requirements stated in the Unified Development Regulations that staff follows in its' review, and then it is presented to the Planning Commission for review / approval.

He asked if the Planning Commission still felt a need for them to continue reviewing site plans, when staff is already checking for compliance with the regulations.

All members agreed not to change the process. Keep it as is.

### **Discussion – Livestock In Residential Zoning Districts**

Metzger explained that current regulations permit livestock in the A1 district with no limits and in the AR district but limited to small quantities and has an acreage requirement.

He stated that staff gets occasional requests to have chickens in the R1 zoning district. He asked if that is something the Planning Commission wanted to consider.

The Planning Commission felt it was a topic that could be explored further, with consideration given to small quantities, but not to include roosters.

**Discussion – Review of County Comprehensive Plan**

Metzger discussed the proposed review process with the Board, and stated he would be sending out the review matrix to them prior to the next meeting.

**Rockenham Woods Final Plat Review**

Metzger explained the final plat has already been approved by the Board, but some changes to a street has occurred and needed to be reviewed again.

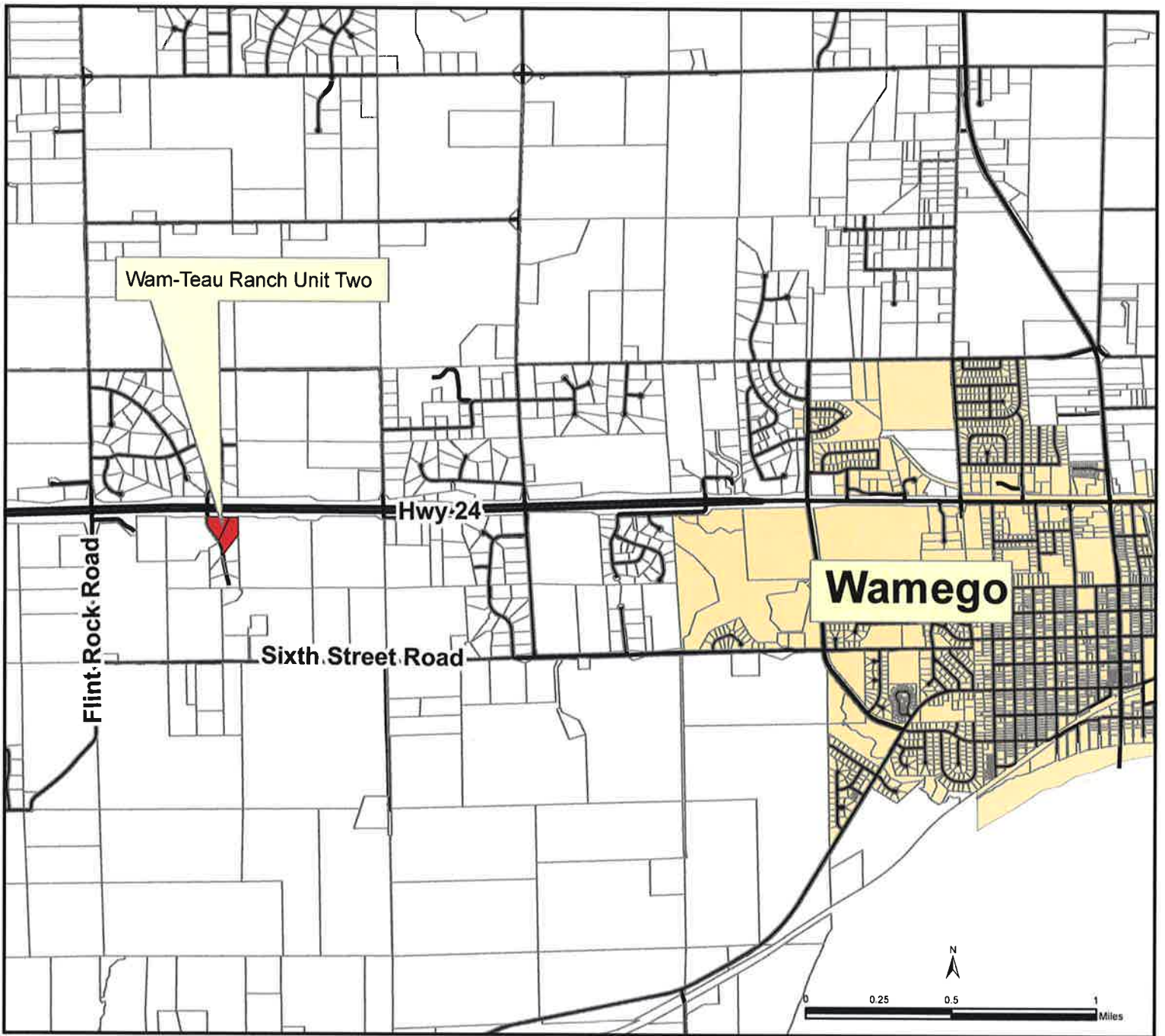
He discussed the location, current and previous lot layout and explained the road connection to an adjoining tract has been removed because the tract has been sold for a building site thus negating the need for a connection.

The proposed travel easements were discussed.

Kern made a motion to approve the final plat of Rockenham Woods as shown.

Cox seconded the motion and it was approved unanimously.

There being no further business, the meeting was adjourned.



Wam-Teau Ranch Unit Two  
Locator Map



## Planning Commission Staff Report

### Comprehensive Plan Review

#### Introduction

Attached is the implementation matrix for the County's Comprehensive Plan. The matrix is broken down by chapter, and each chapter is further broken down by the type of implementation method use to accomplish each item.

Using this matrix, Staff is asking the Planning Commission to do two things that are explained in more detail below:

1. Identify and changes to the Plan
2. Identify priority action items for the next year or two years

Staff will compile all notes and suggestions from the Planning Commission and Staff and present these to the Planning Commission at the July meeting. Once Planning Commission agrees on any changes as well as the list of priority action items for the next couple of years, a hearing will be held to approve any changes to the Plan. Staff is hoping to hold this hearing in August.

#### Identify Changes to the Plan

Possible changes to the list of action items or to the plan itself might include removing action items that are no longer seen as important to the future of the County, amendments that respond to changes in the County since the Plan's adoption, and additions that reflect the changing priorities of the County.

Since this is the first year since the Plan's adoption, Staff doesn't anticipate many changes to the Plan.

#### Identify Priority Action Items

Over the next year to two years, Staff would like guidance on where we should focus our efforts. We are asking that the Planning Commission identify six to seven items within the matrix that are your highest priority items.

There are a couple of things to keep in mind while determining priority items. The first is the size and scope of the action item. Create a capital improvements plan will likely require more Staff time than creating a map of the County's recreational facilities. Six or seven major projects is probably not doable over the 24-month timeframe. Likewise six or seven smaller projects can likely be accomplished much sooner than 24 months.

The second is how each project allocates County resources. Priority items that may require funding, such as a county-wide master infrastructure plan, may be harder to achieve buy-in from all parties than action items that can be accomplished with existing County resources.

Finally, review the action items that are listed as "in progress". These items are already in the works, and therefore complimentary projects may be easier to accomplish over the 24 month period.

# Pottawatomie County Comprehensive Plan Implementation Matrix



Priority High - 1 Med - 2 Low - 3	<h2 style="color: green;">Land Use and Development</h2>	Lead entity	Not Started	In Progress	Completed	Notes
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Capital Investments						
1	Formalize use of a Capital Improvements Program(CIP) to prioritize infrastructure projects in areas of highest need and areas identified for growth and revitalization.	Pottawatomie County		✓		

Programs and Initiatives						
2	Pursue educational approaches for new homeowners regarding standard agricultural practices that should be expected in agricultural areas.	Pottawatomie County, KSU Extension	✓			
1	Establish formal plan review process for new development to ensure development is resulting in desired development patterns.	Pottawatomie County	✓			
2	Encourage the development of a diversity of housing types and sizes within areas of existing development and growth.	Pottawatomie County	✓			

Regulations and Standards						
2	Include compatibility provisions in the County's development regulations for the purpose of protecting existing operations and agricultural uses from encroaching development	Pottawatomie County	✓			
2	Update zoning and subdivision regulations, including examining potential revisions to the Quarter-Quarter Rule	Pottawatomie County		✓		
3	Develop rural design guidelines to help preserve existing rural character within Pottawatomie County.	Pottawatomie County	✓			
1	Develop building codes in fast-growing areas to ensure high-quality development in the County.	Pottawatomie County, City of Manhattan			✓	Codes implemented in Blue Township Sewer District 01/01/2020



Priority  
 High - 1  
 Med - 2  
 Low - 3

# Land Use and Development

Lead entity

Not Started

In Progress

Completed

Notes

## Partnerships and Coordination

1	Coordinate with incorporated municipalities to direct growth to existing municipalities and urban impact areas.	Pottawatomie County, Cities	✓			
2	Work with Planning Commission and County Commission on how to utilize the Comprehensive Plan	Pottawatomie County		✓		
2	Ensure coordination among County departments involved in building code inspection and safety.	Pottawatomie County, City of Manhattan		✓		

Priority High - 1 Med - 2 Low - 3	<h2 style="color: green;">Transportation and Mobility</h2>	Lead entity	Not Started	In Progress	Completed	Notes
<h3>Capital Investments</h3>						
1	Conduct pro-active preventative maintenance on road and bridge network and targeted reconstruction in locations with deteriorated conditions.	Pottawatomie County, KDOT		✓		
1	Prioritize transportation construction and rehabilitation projects in a multi-year Capital Improvements Program (CIP)	Pottawatomie County	✓			
2	Implement traffic calming to reduce speeds and ensure safety for all users.	Pottawatomie County, KDOT	✓			
2	Implementing access management and other Transportation Systems Management (TSM) provisions in the County	Pottawatomie County, KDOT		✓		
<h3>Programs and Initiatives</h3>						
2	Develop a Pavement Management Program (PMP) to assist with prioritizing roadways to include in maintenance and rehabilitation projects.	Pottawatomie County		✓		
2	Increase marketing and awareness of the County's natural resources to increase active transportation.	Pottawatomie County	✓			
2	Encourage traffic demand management strategies to anticipate and mitigate traffic congestion.	Pottawatomie County, KDOT		✓		
<h3>Regulations and Standards</h3>						
1	Examine existing development process to ensure that road infrastructure being developed is appropriate for the scale of growth	Pottawatomie County	✓			

Priority  
 High - 1  
 Med - 2  
 Low - 3

## Transportation and Mobility

Lead entity

Not Started

In Progress

Completed

Notes

### Regulations and Standards

3	Integrate "Complete Streets" concept into County transportation planning and projects that are within the Green Valley area (and other areas as appropriate).	Pottawatomie County, Developers, Flint Hills MPO	✓			
1	Examine potential for impact fees.	Pottawatomie County	✓			
2	Evaluate the capacity of the existing and proposed transportation system in Comprehensive Plan amendments, rezoning requests, and site plan reviews.	Pottawatomie County		✓		

### Partnerships and Coordination

2	Expand existing biannual US-24 Corridor meeting to include officials from police, fire, EMS, and school districts.	Pottawatomie County, Police, Fire, EMS, School Districts	✓			
2	Consider establishing a second formal, yearly or twice-yearly meeting with entities outside of the US-24 Corridor to facilitate better coordination of transportation planning goals and projects that include transportation officials, emergency services, school districts, and cities.	Pottawatomie County, KDOT, Flint Hills MPO, Cities, School Districts, Emergency services	✓			
3	Coordinate with transit providers to ensure that public transportation routes and schedules are meeting the needs of Pottawatomie County residents.	Pottawatomie County, Flint Hills ATA	✓			
1	Build partnerships with developers to coordinate land use and transportation investment and promote shared, equitable contributions to implementing the	Pottawatomie County	✓			

Priority  
 High - 1  
 Med - 2  
 Low - 3

## Transportation and Mobility

Lead entity

Not Started

In Progress

Completed

Notes

### Partnerships and Coordination

3	Work with Union Pacific Railroad to identify railroad crossings that need safety improvements.	Pottawatomie County, Railroad	✓			
2	Coordinate with the Flint Hills MPO to expand active transportation options linking Pottawatomie County and the greater Flint Hills region.	Pottawatomie County	✓			
1	Coordinate with neighboring counties, cities, MPO, and KDOT to expedite needed projects on County and state roadways, including active participation in regional transportation funding entities and efforts	Pottawatomie County		✓		
2	Maintain emergency planning and public awareness of hazards and evacuation routes and work to expand the number of residents signed up for the emergency notification system.	Pottawatomie County, Emergency Services				

### Targeted Plans/Studies

2	Document any deficiencies in the road and bridge system that impede the agricultural economy and work with the agricultural community to ensure the transportation network is meeting their needs.	Pottawatomie County	✓			
2	Update the 2009 US-24 Corridor Access Management Plan	Pottawatomie County	✓			
3	Create a Pottawatomie County Thoroughfare Plan Map	Pottawatomie County, KDOT	✓			
2	Coordinate with the Flint Hills MPO to expand active transportation options linking Pottawatomie County and the greater Flint Hills region.	Pottawatomie County	✓			

Priority  
 High - 1  
 Med - 2  
 Low - 3

# Transportation and Mobility

Lead entity

Not Started

In Progress

Completed

Notes

## Targeted Plans/Studies

			Not Started	In Progress	Completed	Notes
1	Pursue a cost-benefit study of the Marlatt/Junietta extension.	Pottawatomie County, Riley County, Manhattan, Flint Hills MPO	✓			
2	Update KDOT's Functional Classification Map for Pottawatomie County	Pottawatomie County, KDOT	✓			
3	Conduct a transportation model to examine the potential impact of increased freight volumes	Pottawatomie County, MPO	✓			
3	Plan for future transportation technology advancements such as electric and automated vehicles	Pottawatomie County, Cities, MPO	✓			

Priority High - 1 Med - 2 Low - 3	<b>Growth Capacity</b>	Lead entity	Not Started	In Progress	Completed	Notes
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## Capital Investments

1	Create a formal, prioritized, and transparent Capital Improvements Program (CIP)	Pottawatomie County	✓			
1	Conduct pro-active preventative maintenance on streets and bridges, and schedule targeted reconstruction in locations with deteriorated conditions.	Pottawatomie County, KDOT		✓		

## Programs and Initiatives

2	Prioritize investment in infrastructure to support economic development. Identify areas in which County infrastructure is currently limiting economic development.	Pottawatomie County, Eco-Devo	✓			
3	Utilize SewerCAD software model, or similar hydraulic modeling analysis tool, to assess development impacts on current utility infrastructure needs.	Pottawatomie County, Developers	✓			

## Regulations and Standards

2	Update the County's development regulations and standards to ensure the development process will result in the necessary level of infrastructure.	Pottawatomie County	✓			
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## Partnerships and Coordination

1	Continue discussions with Wabaunsee County to determine path forward to reconstruction of Belvue Bridge	Pottawatomie County, Wabaunsee County		✓		
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Priority High - 1 Med - 2 Low - 3	<h1 style="color: green;">Growth Capacity</h1>	Lead entity	Not Started	In Progress	Completed	Notes
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## Partnerships and Coordination

2	Establish a regional infrastructure committee.	Pottawatomie County, Rural Water, Emergency Services, Utilities	✓			
1	Utilize this Comprehensive Plan to advance infrastructure priorities at a regional level, including Marlatt/Junietta Extension	Pottawatomie County, Surrounding Counties	✓			
2	Pursue joining the Manhattan Urban Area Planning Board in some capacity	Pottawatomie County, City of Manhattan	✓			

## Targeted Plans/Studies

2	Complete county-wide master infrastructure plan.	Pottawatomie County	✓			
1	Coordinate Blue Township Sewer Master Plan and Green Valley Area Plan infrastructure recommendations	Pottawatomie County	✓			
2	For county-supplied utilities specific to the Green Valley Area, prepare utility master plans for water and drainage.	Pottawatomie County			✓	
2	Conduct a Pavement Conditions Assessment to determine existing road conditions and prioritize rehabilitation.	Pottawatomie County		✓		
3	Create a broadband plan to ensure that as technologies change, the County is prepared	Pottawatomie County, Eco-Devo	✓			

Priority High - 1 Med - 2 Low - 3	<h2>Economic Opportunity</h2>	Lead entity	Not Started	In Progress	Completed	Notes
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### Capital Investments

1	Prioritize investment in infrastructure to support economic development. Identify areas in which County infrastructure is currently limiting economic development. Work to secure funding for these infrastructure projects, whether through County funds, partnerships, or creation of special financing districts or development of impact fees.	Pottawatomie County, Eco-Devo	✓			
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### Programs and Initiatives

1	Continue to support business development activities to retain, expand, and recruit businesses.	Pottawatomie County, Eco-Devo		✓		
1	Expand programs to promote and sustain entrepreneurship.	Pottawatomie County, Eco-Devo		✓		
2	Provide a range of affordable housing options for a diverse and expanding workforce	Pottawatomie County, Eco-Devo, local jurisdictions	✓			
3	Develop a "But Pottawatomie" campaign for Pottawatomie County	Pottawatomie County, Eco-Devo	✓			

### Regulations and Standards

1	Develop design guidelines for strategic areas within the County.	Pottawatomie County	✓			
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Priority  
 High - 1  
 Med - 2  
 Low - 3

## Economic Opportunity

Lead entity

Not Started

In Progress

Completed

Notes

### Partnerships and Coordination

2	Establish a local business network to capitalize on strategic growth and investment opportunities	Pottawatomie County, Eco-Devo		✓		
2	Continue active participation in the Greater Manhattan Economic Partnership	Pottawatomie County, Eco-Devo, GMEP		✓		
2	Utilize Comprehensive Plan to advance economic development priorities at a regional level. Upon completion of the plan, set up a meeting with Greater Manhattan Economic Partnership, Flint Hills Regional Council, and Flint Hills Economic Development District to discuss how to advance regional priorities and plug into existing programs.	Pottawatomie County, Eco-Devo, GMEP, FHRC, FHEDD	✓			
3	Actively participate in the planning processes of the incorporated within the County as they occur to coordinate recommendations such as economic development, transportation, and land use that can impact the County.	Pottawatomie County, local jurisdictions	✓			
2	Actively pursue public/private partnerships and work with local jurisdictions as they make investments in their infrastructure (such as roads, storm drainage, etc) to coordinate with potential expansions and investments of PCEDC, particularly for industrial parks.	Pottawatomie County, Eco-Devo, local jurisdictions	✓			
1	Actively seek and participate in joint Pottawatomie County/City of Manhattan and Urban Area Planning Board meetings to discuss shared issues	Pottawatomie County, Manhattan	✓			
2	Actively pursue opportunities for research facilities and partnerships with KSU in advance of the NBAF completion.	Pottawatomie County, Eco-Devo		✓		

Priority  
 High - 1  
 Med - 2  
 Low - 3

## Economic Opportunity

Lead entity

Not Started

In Progress

Completed

Notes

### Targeted Plans/Studies

1	Pursue infrastructure impact fee/funding assessment	Pottawatomie County, Eco-Devo	✓			
1	Coordinate the Comprehensive Plan and Green Valley Area Plan	Pottawatomie County	✓			
1	Conduct additional retail studies in key locations throughout the County to determine the market for additional retail.	Pottawatomie County, Eco-Devo	✓			

Priority High - 1 Med - 2 Low - 3	<h2 style="color: green;">Preservation and Open Space</h2>	Lead entity	Not Started	In Progress	Completed	Notes
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## Capital Investments

3	Create a package of wayfinding signs for existing recreational assets	Pottawatomie County, KDOT	✓			
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## Programs and Initiatives

2	Promote pedestrian and bicyclist connectivity and access to and within existing recreation areas in Pottawatomie County	Pottawatomie County, MPO	✓			
3	“Buy Pottawatomie” branding strategy to increase awareness of the power of the buy-local and eat-local movements	Pottawatomie County, Eco-Devo	✓			
2	Increase technical assistance opportunities related to farm and ranch management and the food system sectors	Pottawatomie County, Extension Office	✓			
2	Promote the use of low impact development strategies, tools, and techniques to restore pre-development hydrology for all new development areas	Pottawatomie County	✓			
3	Develop a county-specific map that highlights the recreational and open space opportunities in Pottawatomie County	Pottawatomie County	✓			
1	Actively work with landowners to preserve remaining pristine prairieland	Pottawatomie County	✓			

Priority  
 High - 1  
 Med - 2  
 Low - 3

# Preservation and Open Space

Lead entity

Not Started

In Progress

Completed

Notes

## Regulations and Standards

1	Review the County's development regulations to ensure open space needs will be met in a coordinated manner	Pottawatomie County		✓		
2	Pursue recommendations within the 2017 Big Blue and Kansas Rivers Floodplain Management Plan	Pottawatomie County, Riley County, Manhattan	✓			
1	Examine potential to strengthen the County's environmental protection regulations	Pottawatomie County	✓			
1	Ensure zoning regulations protect the right to farm, and limit the potential conflicts between agricultural operations and non-agricultural development by ensuring that new non-agricultural development provides adequate buffering on its own land	Pottawatomie County		✓		

## Partnerships and Coordination

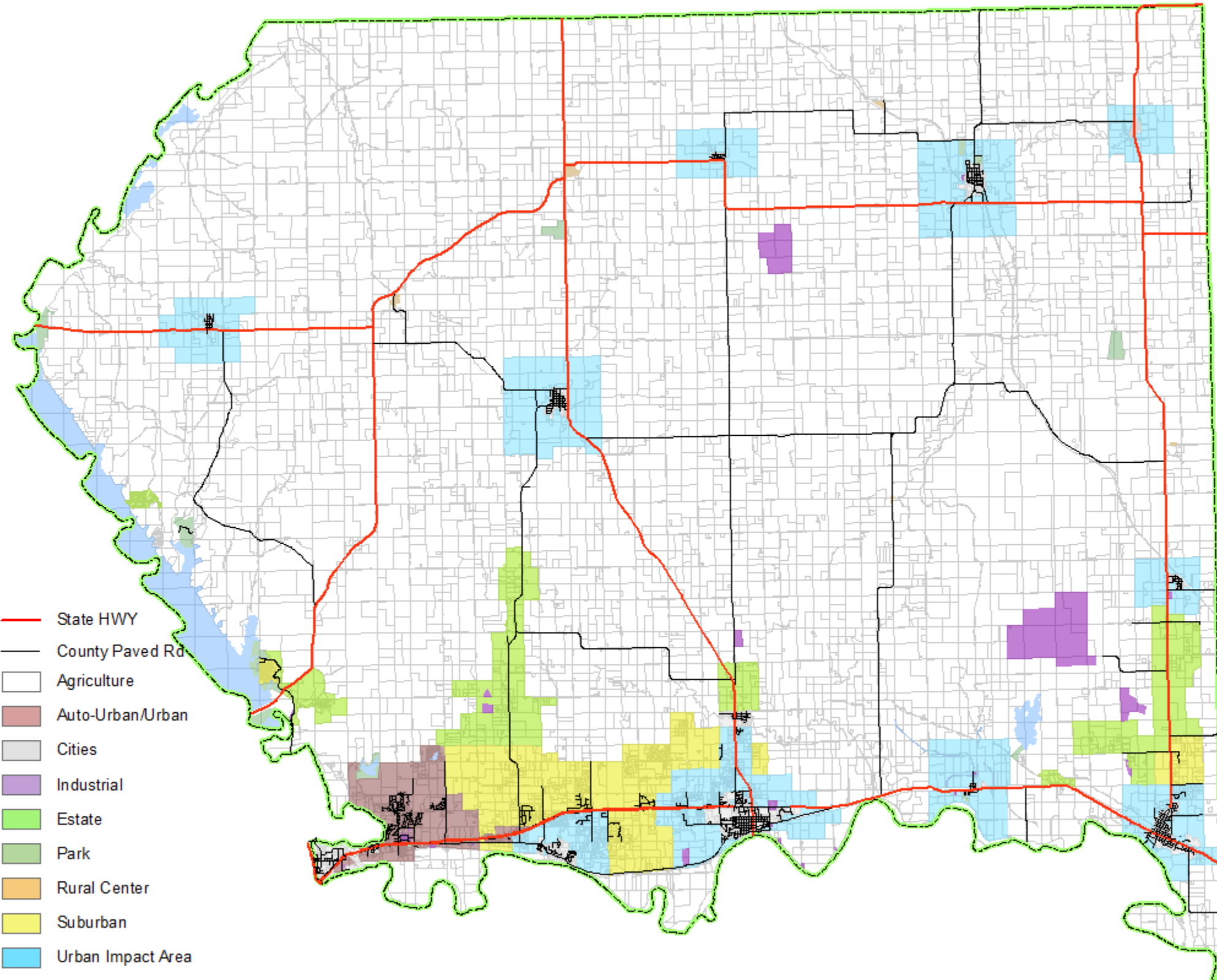
2	Work with the Flint Hills Metropolitan Planning Organization as they complete the first regional trails plan for the region	Pottawatomie County, MPO	✓			
1	Coordinate the Green Valley Area Plan's Park and Recreation strategies with the Comprehensive Plan	Pottawatomie County	✓			
3	Work with KSU-Extension Services or other partners to host prescribed burning workshops. Explore developing a regional prescribed burning association.	Pottawatomie County, Extension	✓			

Priority High - 1 Med - 2 Low - 3	<b>Preservation and Open Space</b>	Lead entity	Not Started	In Progress	Completed	Notes
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## Targeted Plans/Studies

3	Develop a strategic agricultural plan for the County	Pottawatomie County	✓			
3	Consider pursuing a coordinated Big Blue River Recreation Plan	Pottawatomie County, Riley County, Manhattan	✓			
2	Work with Economic Development to develop an eco-tourism and agri-tourism action plan	Pottawatomie County, Eco-Devo	✓			
2	Consider development of a County Open Space and Recreation Plan	Pottawatomie County	✓			





- State HWY
- County Paved Rd
- Agriculture
- Auto-Urban/Urban
- Cities
- Industrial
- Estate
- Park
- Rural Center
- Suburban
- Urban Impact Area

# **Future Land Use Map Notes**

**Other Notes**