



Zoning and Subdivision Committee Meeting Agenda

Meeting Date and Time: October 20, 2020 from 5:30 p.m. to 6:30 p.m.

Meeting Location: City Council Room, 661 N. Mulberry Rd., Ste. 300, Derby, KS

Expected Attendees: Mitch Adams, Nick Engle, Everett Haynes, Scott Knebel, Robert Mendoza, Chris Mosley, Jessica Rhein, Kathy Sexton, Dan Squires, Jenny Webster

Expected Absences: None

<u>Time</u>	<u>Agenda Item</u>
5:30 p.m. – 5:40 p.m.	Introductions and Purpose Statement
5:40 p.m. – 5:50 p.m.	Meeting Schedule
5:50 p.m. – 6:20 p.m.	Discussion Topics
6:20 p.m. – 6:30 p.m.	Engagement Process

Next Meeting: November 17, 2020 at 5:30 p.m.



Zoning and Subdivision Committee Purpose Statement

Purpose: Develop recommendations to the Planning Commission for amendments to the zoning and subdivision regulations that are needed to implement the recently adopted comprehensive plan.

Protocol:

- Agendas and preparatory material will be provided one week in advance of meetings.
- Meeting participation is important. If unable to attend, please provide written comments regarding the items on the agenda in advance of the meeting.
- Meetings are open to the public.
- Committee decisions by consensus not voting.
- General meeting notes, not verbatim minutes, will be kept.
- Communication to and from the committee will be through the City Planner.

Key Documents:

- Zoning Regulations
<http://derbyks.com/DocumentCenter/View/179/Zoning-Ordinance?bidId=>
- Subdivision Regulations
<http://derbyks.com/201/Subdivision-Regulations>
- Vision Derby 2040 Comprehensive Plan
<http://derbyks.com/DocumentCenter/View/7621/Vision-Derby-2040-Adopted-8-25-20-Low-Res>
- Walkable Development Plan
<http://derbyks.com/DocumentCenter/View/7622/Walkable-Development-Plan-Adopted-8-25-20-Low-Res>
- K-15 Area Plan
<http://derbyks.com/DocumentCenter/View/5973/-Derby-K-15-Area-Plan>
- West End Development Plan
<http://derbyks.com/DocumentCenter/View/2584/Final-West-End-Plan?bidId=>
- Derby-Mulvane Joint Area Plan
<http://derbyks.com/DocumentCenter/View/7310/Derby-Mulvane-Joint-Area-Plan>
- 47th-55th Street South Joint Area Plan
<http://derbyks.com/DocumentCenter/View/7309/47th-55th-Street-South-Joint-Area-Plan>



Zoning and Subdivision Committee Meeting Schedule

(Meetings held in the City Council Room)

<u>Date</u>	<u>Time</u>	<u>Meeting and Purpose</u>
10/20/20	5:30 p.m.	Zoning and Subdivision Committee – Purpose, schedule, topics, and engagement
11/17/20	5:30 p.m.	Zoning and Subdivision Committee – Topics, stakeholder input, and engagement process
12/15/20	5:30 p.m.	Zoning and Subdivision Committee – Mixed-use development
01/19/21	5:30 p.m.	Zoning and Subdivision Committee – Walkable development
02/16/21	5:30 p.m.	Zoning and Subdivision Committee – Town Center special districts
03/16/21	5:30 p.m.	Zoning and Subdivision Committee – Neighborhood revitalization
04/20/21	5:30 p.m.	Zoning and Subdivision Committee – Design criteria
05/18/21	5:30 p.m.	Zoning and Subdivision Committee – Clarify ambiguous code provisions
06/18/21	5:30 p.m.	Zoning and Subdivision Committee – Streamline review procedures
07/20/21	5:30 p.m.	Zoning and Subdivision Committee – Review and discuss draft recommendations
08/17/21	5:30 p.m.	Zoning and Subdivision Committee – Finalize draft recommendations
09/02/21	6:30 p.m.	Planning Commission – Present draft recommendations and set public hearing
09/14/21	6:30 p.m.	City Council – Present draft recommendations in a workshop
09/21/21	5:30 p.m.	Zoning and Subdivision Committee – Review feedback from Planning Commission and City Council and develop final recommendations
10/07/21	6:30 p.m.	Planning Commission – Hold public hearing and make recommendation to City Council
10/26/21	6:30 p.m.	City Council – First reading
11/09/21	6:30 p.m.	City Council – Second reading



Zoning and Subdivision Committee Discussion Topics

The Vision Derby 2040 Comprehensive Plan has 53 implementation actions, and amending the zoning and subdivision regulations will address, or partially address, 19 of those implementation actions. This is to be expected since zoning and subdivision regulations are the primary implementation tools of planning and why planning is often referred to as planning “and” zoning. Rather than categorize the committee’s work by the 19 implementation actions, the work has been grouped into seven categories or “discussion topics” described below.

Mixed-Use Development:

- Allow residential uses in nonresidential districts
- Change Nonresidential Planned Unit Development District to a Mixed-Use PUD
- Create a mixed-use zoning district

Walkable Development:

- Establish maximum block sizes
- Reduce maximum cul-de-sac length
- Require more frequent neighborhood connections
- Reduce minimum lot sizes
- Reduce setback requirements
- Increase permitted building heights
- Increase permitted lot coverage
- Establish parking lot design standards
- Reduce parking requirements
- Require bicycle parking
- Establish access management requirements
- Modify street design standards
- Require street trees

Town Center Special Districts:

- Create an overlay zoning district for future use in Town Centers
 - Buckner Business District
 - Park2Park Cultural Corridor
 - K-15 Area Plan
 - K-15 Business District

Neighborhood Revitalization:

- Modify R-1A zoning district
 - Allow accessory dwelling units, duplexes, and triplexes
 - Apply R-1A zoning district to the core of Derby

Neighborhood Revitalization (continued):

- Remove size and height limitations on house additions
- Modify home occupation standards
- Permit small-scale manufacturing in the B-4 district
- Permit outdoor markets in the B-4 district
- Remove sign standards exemption in the B-4 district

Design Criteria:

- Establish criteria for use of metal as a major exterior finish material
- Modify design criteria for accessory structures
- Clarify requirements for screening of mechanical equipment and trash
- Clarify pedestrian circulation requirements
- Require public spaces in large developments
- Require stormwater detention to be developed as an amenity area
- Establish design criteria for multi-family and mixed-use development

Clarify Ambiguous Code Provisions:

- Modify extra-territorial subdivision jurisdiction to reflect water services agreement
- Modify watercourse management options in reserve requirements
- Establish corridor dedication requirements for collector streets
- Reference “Design Guides” in subdivision conformance with comprehensive plan
- Reduce and combine permitted uses with a focus on external impacts
- Define all permitted uses and remove definitions of uses that are not permitted
- Clarify accessory uses and structures
- Reduce setback and separation requirements for accessory structures
- Modify temporary signs permitted in the right-of-way
- Establish sign standards for institutional uses in residential districts
- Many others to come, including general “clean-up” amendments

Streamline Review Procedures:

- Establish “Administrative Adjustments” for development standards
- Establish “Exceptions” for development standards
- Establish “Administrative Permits” for uses
- Make “Exceptions” for uses into “Administrative Permits” or “Special Uses”
- Put zoning and subdivision regulations in Municode
- Map Special Uses, Variances, Site Plans, etc. in GIS



Zoning and Subdivision Committee Engagement Process

Stakeholder Input:

- Telephone interview of stakeholders in the zoning and subdivision processes.
 - Developers
 - Contractors
 - Architects
 - Engineers
 - Realtors
 - Code Enforcement
 - Building Trades and Inspections
 - Others?
- Initial interview to identify their key issues (will prompt with topics if necessary).
- Ask to provide written comment as draft recommendations are developed throughout the process.
- Other approaches?

Citizen Input:

- Since the general citizenry is not involved in day-to-day zoning and subdivision processes and the topics to be addressed are identified in the comprehensive plan, citizen input will be limited to the draft recommendations (late July/early August).
- Depending on the situation with COVID-19, input may have to be online only.
- Citizen input will focus on a visual preference survey of examples of built projects that apply the amended regulations.
- Other approaches?

Public Information:

- The Derby Informer already has expressed an interest in the process.
 - Reporter likely will attend meetings.
 - Media contacts to be coordinated through Communications Division.
 - City Planner is spokesperson for the committee.
- “Current Projects” webpage under “Planning & Engineering” on the City’s website.
 - Post agendas, preparatory materials, and meeting notes.
 - Post “in the news.”
 - Host citizen survey.
- News releases, columns in The Derby Informer, and Derby News articles in advance of the citizen survey (and potentially open house) and Planning Commission and City Council meetings at the end of the process.
- Social media?
- Other approaches?