

**CITY OF ABILENE
PLANNING COMMISSION
AGENDA**

July 2, 2024, at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410

Agenda Item
1. Call to Order
2. Roll Call: ___ Travis Sawyer, Chair ___ Penni Zelinkoff, Vice Chair ___ Rod Boyd ___ Matt Mead ___ Eric Anderson ___ William Rose ___ Bill Marshall
3. Approval of Agenda
4. Approval of the Meeting Minutes – February 20, 2024
Business
5. PC 24-7 Lot split request from Lambert Haug to divide the lot located at 502 NW 12 th St, Abilene, KS.
6. Planning Commission Comments and Staff Updates
7. Adjournment

Abilene Planning Commission Minutes
Abilene Public Library
209 NW 4th St., Abilene, KS
February 20, 2024, at 4:00 p.m.



1. Call to Order by Vice Chair Zelinkoff at 4:00 p.m.

2. Roll Call

Planning Commissioners Present: Vice Chair Penni Zelinkoff, Eric Anderson, Rod Boyd, Matt Mead

Absent: Chair Travis Sawyer, William Rose, Bill Marshall

Staff Present: Community Development Director Kari Zook, Administrative Assistant Kellie Olson, City Manager Ron Marsh, City Inspector Travis Steerman

Public Present: None

3. Approval of Agenda

Motion by Mead to approve the agenda, seconded by Anderson. Motion carried unanimously 4-0.

4. Minutes

Motion by Boyd to approve the February 6, 2024, minutes as written, seconded by Mead. Motion carried unanimously 4-0.

Business

5. Public hearing for the update to the Floodplain Zoning Ordinance for the City of Abilene, KS addressed in Section 28-1 of the zoning regulations.

The staff report and recommendation were presented by city staff in attendance. The public hearing was opened at 4:11 p.m. No citizens were in attendance; thus no comments were received. The public hearing was closed at 4:11 p.m.

Motion by Mead to recommend approval of the update to the Floodplain Zoning Ordinance for the City of Abilene, KS addressed in Section 28-1 of the zoning regulations, seconded by Boyd. Motion carried unanimously 4-0. This item will be presented to the City Commission for their final approval of Ordinance 24-3445 on February 26, 2024.

6. Planning Commission Comments and Staff Updates

There are no agenda items for the March 5, 2024, meeting, therefore the Planning Commission will not meet in March.

7. Adjournment

Motion by Boyd to adjourn at 4:13 p.m., seconded by Anderson. Motion carried unanimously 4-0.

ATTEST:

Travis Sawyer, Chair
Penni Zelinkoff, Vice Chair

Kari Zook
Community Development Director

Staff Report

TO: Planning Commission
FROM: Kari Zook, Community Development Director
SUBJECT: PC 24-7 – Lot split request
DATE: July 2, 2024



APPLICANT/OWNER:

Lambert Haug

Site address: 502 NW 12th St., Abilene, KS

Application date received 6/7/24

BACKGROUND:

The applicant is requesting approval for a lot split of 502 NW 12th St. There are two existing duplexes on the lot that are already appropriately addressed as 502, 504, 506, and 508 NW 12th St. All setbacks will be within the requirements of our zoning regulations for the R-3 zoning district (15' front, 10' side, 20' rear). The land survey is attached as a reference and will be submitted to the Dickinson County Register of Deeds upon approval, along with an approved lot split certificate.

Written notices of the meeting were mailed on June 11, 2024, to property owners within 200 feet of the site address, as required by Article 3, Section 3-201 of the Subdivision Regulations.



Direction	Zoning Classification	Land Use(s)
North	R-3	High-Density Residential
East	R-3	High-Density Residential
South	R-3	High-Density Residential
West	P (Public Use)	USD 435 – Eisenhower Elementary School

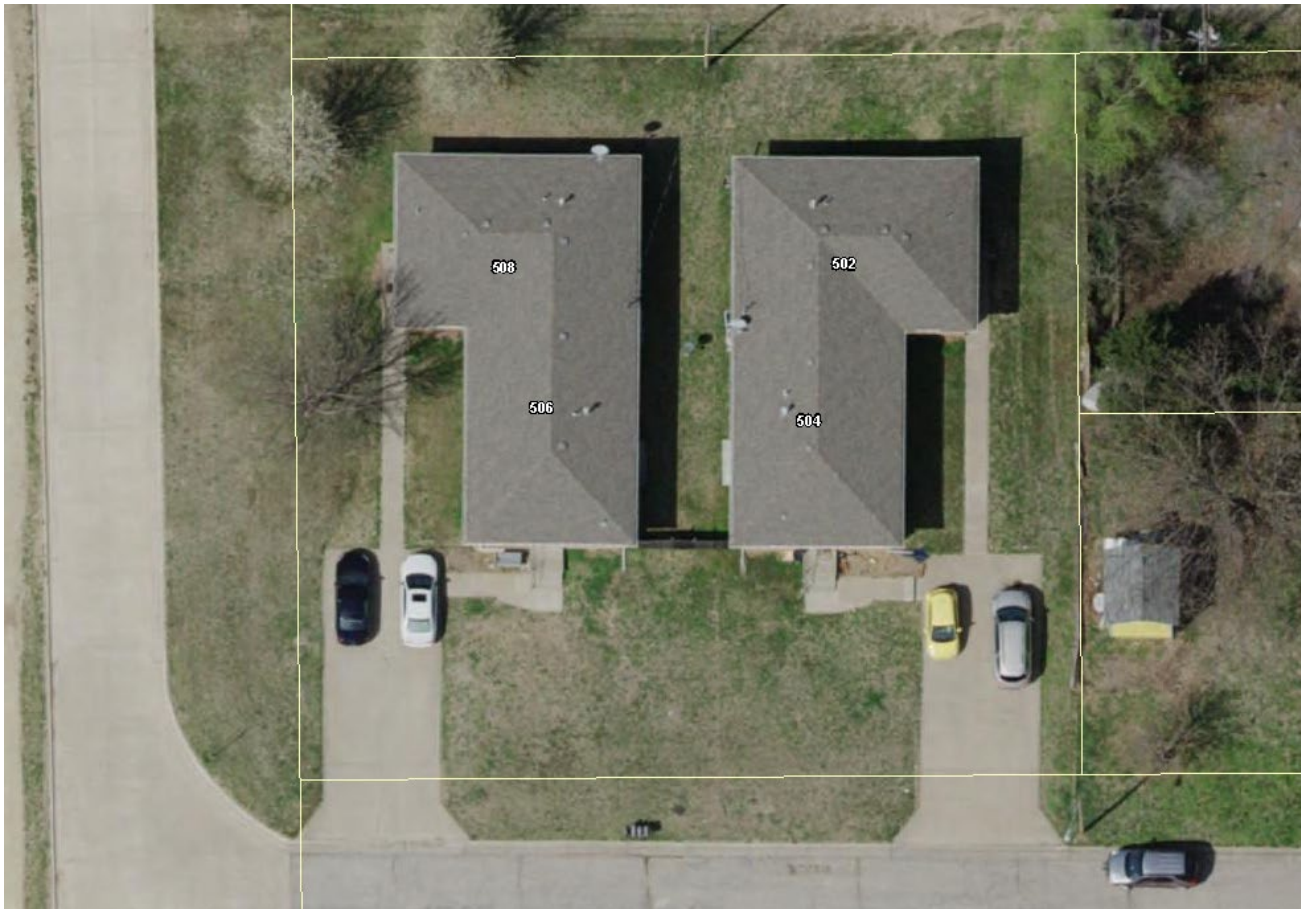
STAFF RECOMMENDATION:

Staff recommends approval of the lot split request.

ACTION:

The Planning Commission may:

1. Approve the lot split as requested.
2. Approve the lot split with amendments.
3. Disapprove the lot split with findings.





DEVELOPMENT APPROVAL APPLICATION

419 N. Broadway PO Box 519 · Abilene, KS 67410
Tel: (785) 263-2355 · Fax: (785) 263-2552 · www.abilenecityhall.com

INSTRUCTIONS: This Application and all required fees and information must be submitted in accordance with the Code of the City of Abilene and the City of Abilene Zoning and Subdivision Regulations. All information requested in this application must be provided and answered completely.

PART I: TO BE COMPLETED BY APPLICANT

APPLICATION INFORMATION

APPLICATION FOR (CHECK APPROPRIATE BOX):

- | | |
|---|--|
| <input type="checkbox"/> ADMINISTRATIVE APPEAL | <input checked="" type="checkbox"/> LOT SPLIT |
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> REPLAT |
| <input type="checkbox"/> VARIANCE | <input type="checkbox"/> PRELIMINARY PLAT |
| <input type="checkbox"/> COMPREHENSIVE PLAN AMENDMENT | <input type="checkbox"/> FINAL PLAT |
| <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> REZONING |
| <input type="checkbox"/> DEVELOPMENT CODE AMENDMENT | <input type="checkbox"/> VACATION (PLAT, STREET, EASEMENT) |

FOR OFFICIAL USE ONLY

App Number: PC 24-7
Date Received: 6/7/24
Received By: KC

BRIEF DESCRIPTION OF APPLICATION PURPOSE:

2 duplexes on 1 lot. Want to separate to
sell.

APPLICANT INFORMATION

APPLICANT/AGENT (If Not Property Owner):

Name: Lambert F. & Blanche A. Haug, Rev. Living ^{trust} Tel: (785) 263-3366
Business Name: ~~201 N. 310 Summit Drive~~ Fax: ()
Address: ~~502 NW 12th~~
City: Abilene State: Ks Zip Code: 67410
E-mail: haugrealty@att.net

PROPERTY OWNER (If Different from Applicant/Agent):

Name: _____ Tel: ()
Business Name: _____ Fax: ()
Address: _____
City: _____ State: _____ Zip Code: _____
E-mail: _____

ENGINEER/ARCHITECT/SURVEYOR:

Name: Thad Reynolds Tel: (785) 263-8523
Business Name: _____ Fax: ()
Address: 707 Ash
City: Abilene State: Ks Zip Code: 67410
E-mail: _____

①

PROPERTY INFORMATION

PROPERTY ADDRESS: 502-508 NW 12th

PARCEL ID: 021-115-16-0-20-09-008-00-0

ZONING: Existing: Residential Proposed: Residential

LAND USE: Existing: // Proposed: //

GROSS SIZE OF PLAT/LOT: 120' x 130'

Residential: X Commercial: Industrial: Other: Total:

NUMBER OF LOTS:

Residential: 1 Commercial: Industrial: Other: Total:

IMPROVEMENT CHARACTERISTICS:

Number of Buildings or Structures: 2

Total Building Area: 1728 (2)

Maximum Height of Buildings or Structures:

Total Impervious Area:

EXISTING PUBLIC FACILITIES:

Table with columns: Public, Private, Other (Describe). Rows: Water Service, Wastewater Service, Roadway Access.

FLOODPLAIN INFORMATION:

Floodway: Yes No FIRM Map-Panel Number: Zone:

ARE ANY OTHER PERMITS OR DEVELOPMENT APPROVALS REQUIRED, APPLIED FOR OR RECEIVED FOR THE APPLICATION PROPERTY BY THE CITY OR ANY OTHER JURISDICTION OR AGENCY?

Yes No If Yes, Describe Briefly and Attach a Copy of Each Permit, Approval or Application

APPLICANT/PROPERTY OWNER CERTIFICATION*

I/we acknowledge receipt of the instruction sheet explaining the method of submitting this application. I/we realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. I/we further certify that the foregoing information is true and correct to the best of our knowledge. I/we acknowledge that the City of Abilene Planning Commission, Board of Zoning Appeals or City Commission shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

7777 Applicant Signature

6-7-24 Date

Rambert Hany Property Owner Signature

6-5-24 Date

* This Application must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written notarized authorization to this Application.



PART II - TO BE COMPLETED BY STAFF

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Copy of Deed | <input type="checkbox"/> Easements and Covenants | <input type="checkbox"/> Location Map |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Infrastructure Plans | <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Grading and Stormwater Plans |
| <input checked="" type="checkbox"/> Elevation Survey | <input type="checkbox"/> Traffic Impact Study | <input type="checkbox"/> Construction Plans |
| <input type="checkbox"/> Performance Agreement | <input type="checkbox"/> Proof of Notification | <input type="checkbox"/> Utility Plans |
| <input type="checkbox"/> Text Amendment Language | <input type="checkbox"/> Property Owner List | <input type="checkbox"/> Comprehensive Plan Amendment Justification |
| <input type="checkbox"/> Annexation Boundary Map | <input type="checkbox"/> Operating Characteristics Report | <input type="checkbox"/> Administrative Appeal Justification |
| <input type="checkbox"/> Variance Justification | <input type="checkbox"/> Other _____ | |

Additional document requirements provided to applicant on _____. The applicant is advised that the application is not accepted for public review until such time as the above identified documents are submitted and a Determination of Complete Application is certified.

Kari Zook
Name

ComDero Director
Title

Kari Zook
Signature

6/7/24
Date

*** Number of copies for submission determined by Zoning Administrator. The Zoning Administrator may request additional information as deemed necessary to properly evaluate the permit application.*

APPLICATION REVIEW

DECISION-MAKING BODY: Staff Planning Commission
 City Commission Board of Zoning Appeals

DATE OF INITIAL HEARING(S): 7/2/24

FEE AMOUNT: \$250 **DATE FEE PAID:** 6/7/24 chk#5361

DETERMINATION OF COMPLETE APPLICATION:

I certify that the Development Approval Application and attached documents are sufficient in form and content for review and recommendation by the decision-making bodies of the City of Abilene. As such, all required notifications and hearings may proceed pursuant to City regulations and procedures. This certification does not preclude the review, recommendation and/or decision-making bodies from requesting additional information as deemed necessary to serve the public interest.

Name Title

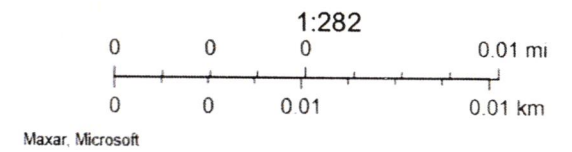
Signature Date

Parcel Search - Reference Map



2/5/2024, 11:06:06 AM

- Parcel Boundaries
- Subdivision Boundaries
- Cadastral Lines
- Other





This database was last updated on 6/7/2024 at 12:24 AM

[Return to County Website](#) | [Log_Out](#)

Parcel Details for 021-115-16-0-20-05-008.00-0 - Printer Friendly Version

Owner Information

Owner's Name:	HAUG, LAMBERT F & BLANCHE A REV LIV TR
Mailing Address:	310 Summit Dr Abilene, KS 67410-1526

Property Address

Address:	502 NW 12th St Abilene, KS 67410
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General Property Information

Property Class:	Residential - R
Living Units:	2
Zoning:	
Neighborhood:	113.6
Taxing Unit:	001

Deed Information

Document #	Document Link
245-809	
0239-0292	

Neighborhood / Tract Information

Neighborhood: 113.6
Tract: Section: 16 Township: 13 Range: 02
Tract Description: PLEASANT HILL ADDITION, S16, T13, R02, W 50' LOTS 1, 2, 3, 4 & W 50' N 20' LOT 5; N 120' LOTS 27, 28 & VAC ALLEY BET SD LOTS SECTION 16 TOWNSHIP 13 RANGE 02
Acres: 0.36
Market Acres: 0.36

Land Based Classification System

Function: Duplex
Activity: Household activities
Ownership: Private-fee simple
Site: Developed site - with buildings

Property Factors

Topography:	Level - 1	Parking Type:	Off Street - 1
Utilities:	All Public - 1	Parking Quantity:	Adequate - 2
Access:	Paved Road - 1	Parking Proximity:	On Site - 3
Fronting:	Dead End - 7	Parking Covered:	
Location:	Neighborhood or Spot - 6	Parking Uncovered:	

Appraised Values

Tax Year	Property Class	Land	Building	Total
2024	Residential - R	35,640	277,190	312,830

Market Land Information

Type	Method	Area or Acres	Eff. Frontage	Eff. Depth	Est. Value
Regular Lot - 1	Sqft	7819.00			00
Influence #1:		Influence #2:		Influence Override:	
Factor:		Factor:		Depth Factor:	
Regular Lot - 1	Sqft	7819.00			00
Influence #1:		Influence #2:		Influence Override:	
Factor:		Factor:		Depth Factor:	

Residential Information

Building #: 1

Dwelling Information

Residence Type: Combination - 5
Quality: AV
Year Built: 1975
Effective Year:
MS Style: 1
LBCS Structure: 2 units (duplex)
of Units:
Total Living Area:
Calculated Area: 1,728
Main Floor LA: 1,728
Upper Floor LA %:
CDU: AV
Phys / Func / Econ: AV / N/A / N/A
Ovr % Good / RCN: /
Remodel:
% Complete:
Assessment Class:

Component Sales Information

Architectural Style: Ranch
Basement Type: Full - 4
Total Rooms: 8
Bedrooms: 4
Family Rooms:
Full Baths: 2
Half Baths:
Garage Capacity:
Foundation: Brick - 5

MU Class #1 / %: / **MU Class #2 / %:** / **MU Class #3 / %:** /

Residential Components

Code / Description	Units	Percentage	Quality	Year
Frame, Plywood or Hardboard		100		
Composition Shingle		100		
Total Basement Area	1,728			
Raised Subfloor	1,728			
Warmed & Cooled Air		100		
Plumbing Fixtures	10			
Plumbing Rough-ins	1			
Automatic Floor Cover Allowance				
Open Slab Porch	45			
Open Slab Porch	45			
Raised Slab Porch	20			
Raised Slab Porch	20			

Building #: 2

Dwelling Information

Residence Type: Combination - 5
Quality: AV
Year Built: 1975
Effective Year:
MS Style: 1
LBCS Structure: 2 units (duplex)
of Units:
Total Living Area:
Calculated Area: 1,728
Main Floor LA: 1,728
Upper Floor LA %:
CDU: AV
Phys / Func / Econ: AV / N/A / N/A
Ovr % Good / RCN: /
Remodel:
% Complete:
Assessment Class:

Component Sales Information

Architectural Style: Ranch
Basement Type: Full - 4
Total Rooms: 8
Bedrooms: 4
Family Rooms:
Full Baths: 2
Half Baths:
Garage Capacity:
Foundation: Brick - 5

MU Class #1 / %: / **MU Class #2 / %:** / **MU Class #3 / %:** /

Residential Components

Code / Description	Units	Percentage	Quality	Year
Frame, Plywood or Hardboard		100		
Composition Shingle		100		
Total Basement Area	1,728			
Raised Subfloor	1,728			
Warmed & Cooled Air		100		
Plumbing Fixtures	10			
Plumbing Rough-ins	1			

Automatic Floor Cover Allowance	
Raised Slab Porch	20
Open Slab Porch	45
Open Slab Porch	45
Raised Slab Porch	20

Residential Information

Building #: 1 Sketch Vector

Building #: 2 Sketch Vector

Commercial Information [Information Not Available]

Other Building Improvement Information [Information Not Available]

Agricultural Information [Information Not Available]

[This parcel record was last updated on 6/7/2024 at 6 am.](#)

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Version: 3.0.1.9 : 10/10/2023

NOTE

- 1)Basis of Bearing:NAD83 Kansas North Zone.
- 2)Monuments found have an uncertain origin unless otherwise noted.
- 3)Per "Kansas Minimum Standards for Boundary Surveys"; all easements evidenced by a record document which were provided at the time of this survey, were shown. No such documentation or title work were provided.
- 4)All dimensions in regards to the structures have a tolerance of 1.0' ±.

LEGAL DESCRIPTION (Parcel 1)

A parcel of land located in Block 3, Pleasant Hill Addition to the City of Abilene, Dickinson County, Kansas, more particularly described as follows by Thad C. Reynolds, L.S.#1354, on March 17, 2024:

Beginning at the Northwest corner of said Block 3,
 -thence S89°30'20"E along the North line of said Block a distance of 66.30 feet;
 -thence S00°27'06"W a distance of 120.28 feet;
 -thence N89°30'20"W a distance of 64.20 feet to the West line of said Block;
 -thence N00°32'53"W along said West line a distance of 120.30 feet to the Point of Beginning.

Said parcel contains 7,848.36 square feet, more or less, and is subject to easements, reservations and restrictions of record.

LEGAL DESCRIPTION (Parcel 2)

A parcel of land located in Block 3, Pleasant Hill Addition to the City of Abilene, Dickinson County, Kansas, more particularly described as follows by Thad C. Reynolds, L.S.#1354, on March 17, 2024:

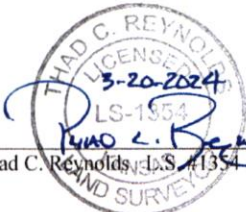
Commencing at the Northwest corner of said Block 3, thence S89°30'20"E along the North line of said Block a distance of 66.30 feet to the Point of Beginning of parcel to be described;
 -thence continuing along said North line a distance of 63.70 feet;
 -thence S00°32'53"E a distance of 120.30 feet;
 -thence N89°30'20"W a distance of 65.80 feet;
 -thence N00°27'06"E a distance of 120.28 feet to the Point of Beginning.

Said parcel contains 7,788.19 square feet, more or less, and is subject to easements, reservations and restrictions of record.

SURVEYOR'S CERTIFICATE

I, the undersigned, a Registered Land Surveyor in the State of Kansas, do hereby certify that the above plat and description were performed under my supervision and are in conformance with Kansas "Minimum Standards for Boundary Surveys." This Survey does not certify ownership or the existence or location of unplatted easements.

Date of Survey: March 15, 2024


 Thad C. Reynolds, L.S. #1354

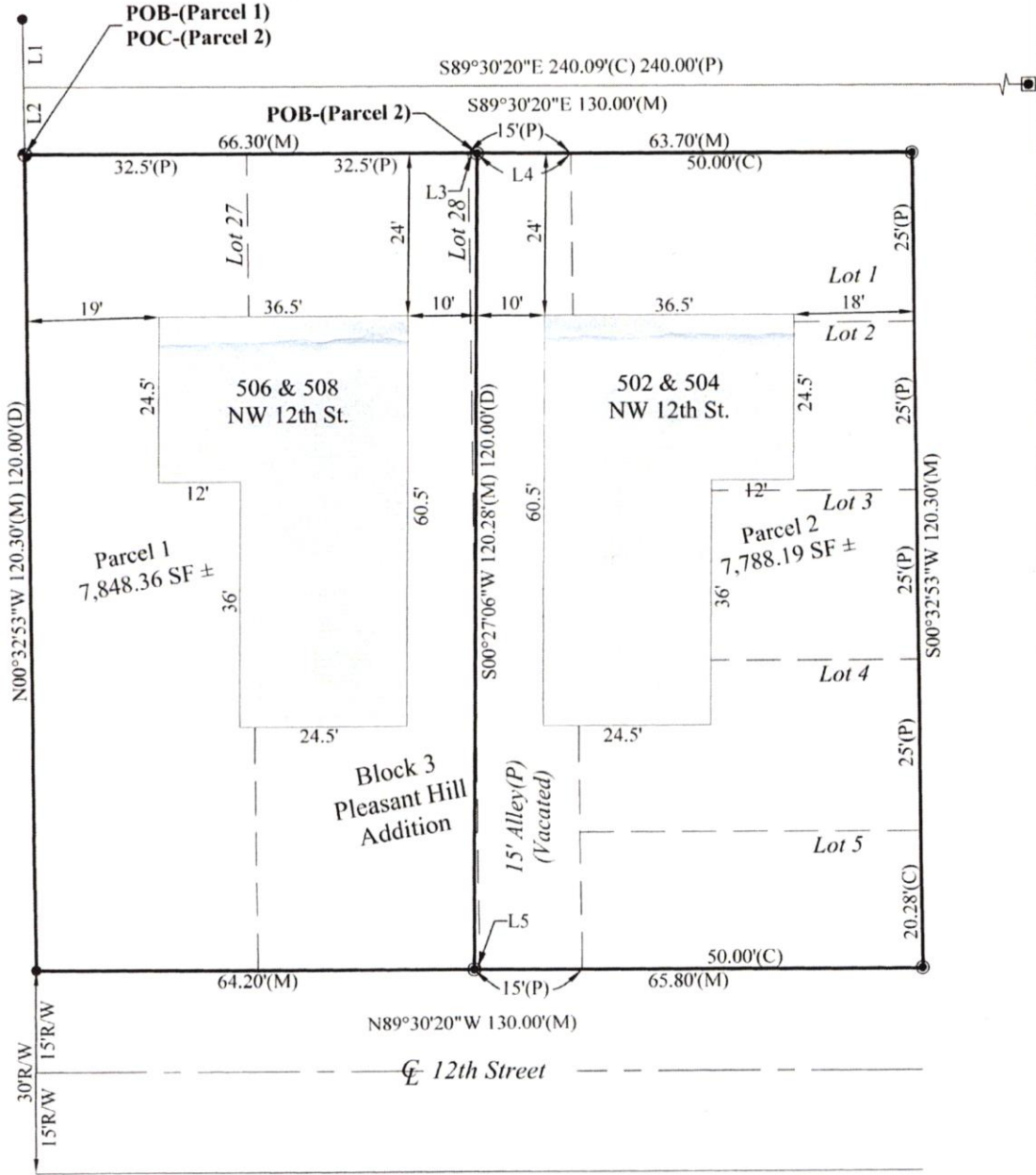
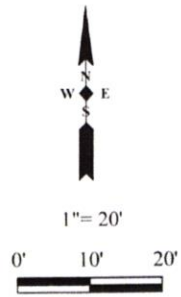
<i>SURVEYOR: Thad C. Reynolds L.S. #1354</i>	
707 Ash Street, Abilene KS 67410 785-263-5523	
Project #:1200-24	<i>Certificate of Survey</i> Parcels in Block 3, Pleasant Hill Addition Abilene, Kansas
Date: 3/17/2024	
Page 1 of 2	

LEGEND

- Found 1/2" bar
- ⊕ Found 1/2" bar w/ "Landmark CLS-116" cap
- ⊠ Found Mag nail
- ⊙ Set 1/2"x24" Rebar w/ "KS-1354" cap
- C Calculated Distance
- M Measured Distance
- P Platted Distance
- D Described Distance

POB Point of Beginning
POC Point of Commencement

LINE DATA		
	Bearing	Distance
L1	N00°40'15"W	10.00'(C&P)
L2	N00°40'34"W	10.00'(C&P)
L3	S89°30'20"E	1.30'(C)
L4	S89°30'20"E	13.71'(C)
L5	N89°30'20"W	.80'(C)



SURVEYOR: Thad C. Reynolds L.S. #1354 707 Ash Street, Abilene KS 67410 785-263-5523	
Project #: 1200-24 Date: 3/17/2024 Page 2 of 2	Certificate of Survey Parcels in Block 3, Pleasant Hill Addition Abilene, Kansas