



**CITY OF GOODLAND**  
**PLANNING COMMISSION AGENDA**  
TUESDAY, MARCH 21ST, 2023 AT 6:00P.M.  
CITY HALL, 204 W. 11<sup>th</sup> ST., GOODLAND, KS

- 1. Call to Order**
  - a. Roll Call
- 2. Public Comment**
- 3. Review Current Comprehensive Plan Update October 2000 for the City of Goodland – Chapter 4**

With new commissioner on board and a continuation of review from last meeting.
- 4. Reports**
  - A. Planning Commissioners
  - B. Staff
- 5. Minutes**
  - a. February 13, 2023 Minutes
- 6. Adjournment**



City of Goodland  
204 W. 11<sup>th</sup> Street  
Goodland, KS 67735

## MEMORANDUM

TO: Planning Commissioners  
FROM: Kent Brown, City Manager  
DATE: March 21, 2023  
SUBJECT: Agenda Report

### Agenda Items

**3. Review Current Comprehensive Plan Update October 2000 for the City of Goodland – Chapter 4**

A continuation of the review – of the comprehensive plan update from October 2000.

**4. Reports:**

A. Planning Commissioners

The Chair will ask each Planning Commissioner for their comments or questions for staff on any other topic not on the agenda at this time.

B. Staff – Upcoming items

**5. Minutes:**

A. 2-13-2023 Planning Commission Meeting Minutes

Staff recommends approval of the Meeting Minutes with any changes requested by the commission.

*RECOMMENDED MOTION: I move that we approve the planning commission meeting minutes of February 13, 2023.*

**Please advise if you are unable to come to this meeting – at last meeting it was set that the 2<sup>nd</sup> Tuesday would be the regular date for the planning commission meeting – except for March since spring break was occurring.**

## Chapter 4 Goals, Objectives and Action Agenda

### *GOALS AND OBJECTIVES*

Draft goals and objectives for the Comprehensive Plan were developed based on the issues identified during the public meetings. The draft goals and objectives were then discussed and refined in a community meeting. The finalized goals, objectives and action statements are presented below.

It should be noted that this planning process has occurred at a time when Goodland has been actively engaged in numerous activities to improve the community. While some of the goals are new to Goodland, many of the goals included in this plan reflect continued pursuit of goals that have been and continue to be important to the community.

#### **Goals of the Planning Process**

The overall goal of the comprehensive planning process is to assure the long term vitality and well being of the City of Goodland for its current and future residents.

#### **Land Use**

**Goal: To assure the compatible and orderly development of the community to meet the needs of the residents, to enhance the appearance of the city and to provide quality diverse amenities.**

1. The City will adopt regulations and effective enforcement mechanisms to: 1) eliminate blight; 2) provide for orderly development; and 3) establish compatible land use patterns.
2. The City will establish a formal updating process to keep regulations current.
3. The City will enact or pursue programs to increase housing stock and/or rehabilitate existing housing. This may include codes enforcement, community development block grants, incentives, etc.
4. The City will institute programs and policies to enhance the gateways to the City. This may include roadway re-alignment, landscaping, brick pavers, welcome signs, etc.
5. The City will allocate future land uses via the planning process taking into consideration the availability of infrastructure, existing land use patterns, and expansion. Specific areas should be designated for development of additional housing stock. Infill development should be encouraged.

6. The City will conduct a study to determine the feasibility of providing better and more direct access to downtown Goodland.

## **Economic Development**

**Goal: To provide a strong and diverse employment base with sufficient potential for growth; and to provide a broad choice of career opportunities for the present and future citizens of Goodland. Growth will occur because of the quality of life of the community.**

1. The City will designate specific areas for future industrial and commercial growth.
2. Goodland will embrace and encourage diversification among new businesses and among Goodland's existing startup and Main Street businesses including telecommuting, expansion of agricultural offerings, etc.
3. The City will support and encourage the Chamber of Commerce and others involved in economic development endeavors to stay abreast of the means to capitalize on opportunities especially for diversified agriculture, food processing and in high-tech fields.
4. The community will team with the Vo-Tech to address and provide skills training for employment positions created or expanded through economic development efforts.
5. The community partners will market the community to attract new residents, new business and visitors.
6. The community will commit to technological readiness with support infrastructure, a City Technology Department, etc.

## **Quality of Life**

**Goal: To foster a community of quality that is attractive and that sustains itself through effective and mutually supportive physical, economic and social systems where every member of the community has the opportunity to live, work, learn and recreate.**

1. The community will proactively support and maintain the medical and retirement facilities.
2. Community partnering strategies will be developed to address school/education issues regarding: shared facilities, mentoring, jobs training for the present and future, high tech infrastructure.

3. The City will develop a Parks Master Plan and work on expanding recreational opportunities for all citizens.
4. The City will expand the Bicycle/pedestrian Trail System.
5. The City will improve the access to the SW ball fields.
6. A public participation process will be implemented to identify areas for future park and recreational facilities development such as a swimming pool, skateboard park, senior center, arts center expansion, etc.
7. The City will encourage Sherman County and the Kansas Department of Wildlife and Parks to expand development of Soldiers Memorial Park (Smoky Gardens) and Sherman State Fishing Lake and Wildlife Area.

### **Public Facilities**

**Goal: To establish—plan, finance, construct and maintain—Goodland's infrastructure systems that are the framework for sustainable development.**

1. The City will adopt and implement a community-wide stormwater management plan.
2. The City will adopt and implement a pavement management plan to prioritize pavement maintenance and rehabilitation.
3. The City will adopt and implement a program to construct and rehabilitate the sidewalk/pedestrian system.
4. The City will continue the water and sewer plans to provide a water supply system for potable water and fire service and for wastewater treatment.
5. The City will assure adequate water, sewer and power are available to accommodate future expansion of the City.
6. The City will adopt and implement a capital improvement program to address needs for a new museum, community auditorium and meeting place, airport facilities improvements including runway and buildings, etc.

### ***Action Agenda***

The following matrices incorporate the goals and objectives formulated from the public workshops. The objective and action statement to address the goal is on the left of the matrix and the *action agenda* to achieve the step or goal are on the right. The action agenda is the agency, group or preliminary step that is necessary to implement the action step or objective. Through a series of follow up sessions, the action agenda was developed.

CITY of GOODLAND, KANSAS

Comprehensive Plan

Table 9: Future Land Use Action Steps

<i>Objective/Action Step</i>	<i>Action Agenda</i>
<p><b>Goal: To assure the compatible and orderly development of the community to meet the needs of the residents, to enhance the appearance of the city and to provide quality diverse amenities.</b></p>	
<p>The City will adopt regulations and effective enforcement mechanisms to: 1) eliminate blight; 2) provide for orderly development; and 3) establish compatible land use patterns.</p>	<p>Zoning Regulations Building Codes Environmental Code</p>
<p>The City will establish a formal updating process to keep regulations current.</p>	<p>Yearly review</p>
<p>The City will enact or pursue programs to increase housing stock and/or rehabilitate existing housing. This may include codes enforcement, community development block grants, incentives, etc.</p> <ul style="list-style-type: none"> <li>▪ Invigorate a demolition program wholly or partially funded by grants.</li> <li>▪ Investigate an in-fill housing plan.</li> </ul>	<p>Codes revision and adoption Enforcement program Research staffing needs to pursue community development grants</p>
<p>The City will institute programs and policies to enhance the gateways to the City. This may include roadway realignment, landscaping, brick pavers, welcome signs, etc.</p>	<p>Gateway Plan extend into City Adopt-a-Street</p>
<p>The City will allocate future land uses via the planning process taking into consideration the availability of infrastructure, existing land use patterns, and expansion.</p> <ul style="list-style-type: none"> <li>▪ Specific areas should be designated for development of additional housing stock. In-fill development should be encouraged.</li> <li>▪ Agricultural land around the airport in the runway protection zone.</li> <li>▪ The areas suggested for residential development include land to the north, west and east, where there is current infrastructure and ability to extend utilities.</li> </ul>	<p>Adopt extraterritorial zoning and subdivision regulations In-fill Plan Adopt Comprehensive Plan and Land Use Plan</p>
<p>The City will conduct a study to determine the feasibility of providing better and more direct access to downtown Goodland.</p>	<p>City study</p>

**CITY OF GOODLAND, KANSAS COMPREHENSIVE PLAN**  
**Goals, Objectives and Action Agenda**

**Table 10: Economic Development Action Steps**

<i>Issue Statement/Objective</i>	<i>Action Agenda</i>
<p><b>To provide a strong and diverse employment base with sufficient potential for growth; and to provide a broad choice of career opportunities for the present and future citizens of Goodland. Growth will occur because of the quality of life of the community.</b></p>	
<p>City will designate specific areas for future industrial and commercial growth.</p>	<p>Comprehensive Plan</p>
<p>Goodland will embrace and encourage diversification among new businesses and among Goodland's existing startup and Main Street businesses including telecommuting, expansion of agricultural offerings, etc.</p>	<p>Continue cooperative program to pursue new opportunities</p>
<p>The City will support and encourage the Chamber of Commerce and others involved in economic development endeavors to stay abreast of the means to capitalize on opportunities especially for diversified agriculture, food processing and high-tech fields.</p>	<p>Cooperation among entities Track regional, state, national and international trends</p>
<p>The community will team with the Vo-Tech School to address and provide skills training for employment positions created or expanded through economic development efforts.</p>	<p>Establish communication mechanisms for needs awareness</p>
<p>The community partners will market the community to attract new residents, new business and visitors.</p>	<p>Establish marketing program</p>
<p>The community will commit to technological readiness with support infrastructure, a City Technology Department, etc.</p>	<p>Bury utility lines Establish dialogue for mutual cooperation among entities</p>

Table 11: Quality of Life Action Steps

<i>Issue Statement/Objective</i>	<i>Action Agenda</i>
<p><b>To foster a community of quality that is attractive and that sustains itself through effective and mutually supportive physical, economic and social systems where every member of the community has the opportunity to live, work, learn and recreate.</b></p>	
<p>The community will proactively support and maintain the medical and retirement facilities.</p>	<p>Investigate a sales tax to recruit medical doctors Pursue Flight for Life program at airport Establish communication channels</p>
<p>Community partnering strategies will be developed to address school/education issues regarding: shared facilities, mentoring, jobs training for the present and future, high tech infrastructure.</p>	<p>Begin dialogue</p>
<p>The City will develop a Parks Master Plan and work on expanding recreational opportunities for all citizens.</p> <ul style="list-style-type: none"> <li>▪ Arts and culture for community growth</li> <li>▪ Improve the access to the SW ball fields</li> <li>▪ Consider skateboard facility</li> </ul>	<p>Develop Recreation and Arts Master Plan and Parks Master Plan</p>
<p>The City will expand the Bicycle/Pedestrian Trail System.</p>	<p>Include in Thoroughfare Plan Explore grants opportunities</p>
<p>A public participation process will be implemented to identify areas for future park and recreational facilities development such as a swimming pool, skateboard park, senior center, arts center expansion, etc.</p>	<p>Park Master Plan</p>
<p>The City will encourage Sherman County and the Kansas Department of Wildlife and Parks to expand development of Soldiers Memorial Park (Smoky Gardens) and Sherman State Fishing Lake and Wildlife Area.</p>	<p>Pursue partnering opportunities</p>

**CITY OF GOODLAND, KANSAS COMPREHENSIVE PLAN**

**Goals, Objectives and Action Agenda**

**Table 12: Public Facilities Action Steps**

<i>Issue Statement/Objective</i>	<i>Action Agenda</i>
<b>Goal: To establish—plan, finance, construct and maintain—Goodland’s infrastructure systems that are the framework for sustainable development.</b>	
The City will adopt and implement a comprehensive community-wide stormwater management plan.	Adopt and implement
The City will adopt and implement a pavement management plan to prioritize pavement maintenance and rehabilitation.	Adopt and implement
The City will adopt and implement a program to construct and rehabilitate the sidewalk/pedestrian system.	Plan and implement a sidewalk program
The City will continue the water and sewer plans to provide a water supply system for potable water and fire service and for wastewater treatment.	Continue to implement plans
The City will ensure adequate water, sewer and power are available to accommodate future expansion of the City.	Plan and program for future
The City will develop a capital improvement program including an airport master plan, art center expansion, community center, museum, city hall, electric plant, etc.	Develop and implement a capital improvement plan to construct and maintain city buildings

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## City of Goodland Planning Commission Minutes

2/13/2023

### 1. CALL TO ORDER:

The February 13, 2023 meeting of the Planning Commission was called to order at 6:09 p.m. Planning commissioners in attendance: Grady Bonsall, Wallace Hansen and Matt McKenzie. Dennis Snethen was absent. Staff in attendance: Kent Brown, City Manager and Jeff Dinkel, Building Official. Breanne and Curtis Penrod were in attendance to present the Goodland Tech site plan for 1103 Main St., a second location different from the site plan presented at a previous planning commission meeting.

### 2. Public Comment

There was no public comment

**3. Discussion on Site Plans.** Sec. 19-1302. – Applicability - The Building Official shall require that all applications for building permits for new buildings or expansion of any existing buildings in multifamily, commercial and industrial zoning districts be subject to Site Plan Review in accordance with these regulations.

- a. Goodland Tech – 1103 Main St. – redesign building interior.

Breanne presented the plans of the existing building that were included in the agenda packet. Building is under contract; but, the applicant, MasterCard by Goodland Tech, wanted to get ahead of the requirement for site plan review. Breanne reviewed the proposed building plans with the Commission. The remodel will be on the building interior. The one main entrance/exit at the front of the building will remain. The intent is to keep it under 50 person occupancy. The walls on the interior will be flex walls except for three executive offices. There will be two main conference rooms and also changing rooms. Renderings were included in the packet. Only change to the building exterior will be fixing one spot on the lower finish of the exterior facing Main St.

Chairman McKenzie asked about parking study. Curtis distributed a copy of the parking study. Breanne commented on the parking study done for the previous application which included this area which is one block down. The parking study had identified 180 spaces around the buildings within one block of Main St. and including Main St. She said that 42 employees was the target for the applicant. Chairman McKenzie asked about the construction schedule. Breanna stated that the remodel would be interior only. Breanna stated that they have not contracted with a contractor yet; but, the schedule would be minimal depending on lead times for certain supplies. May be 30 to 60 days. Curtis stated that the rendering did not include two windows on the rear of the building facing the alley. City Manager Brown asked about additional power requirements. Breanna stated it would be reviewed on the final occupancy count and any changes would be coordinated with city utilities. City Manager Brown asked about any signage requirements. Breanna stated that the only signage will be on the interior of the building at the entrance.

Commissioner Bonsall asked if they are going to use the kitchen space. Breanna stated that they were going to use the kitchen space/connections to build a bathroom. There is a bathroom in the basement and on the mezzanine level – but, they would be used for storage. Commissioner Hansen asked when they would reach maximum capacity. Breanna reported the plans for the applicant. If the occupancy exceeded the maximum of 50, another exit would need to be built. There is a door that opens directly to the alley – but, it would have to be remodeled to have an appropriate entrance/egress that meets ADA regulations.

Building Official Dinkel reviewed the site plan review application and his checklist as included in the agenda packet. Building Official Dinkel stated the site plan review was complete and the applicant's plans were sufficient.

Commissioner Bonsall moved to approve the site plan review for 1103 Main St. completed by the Building Official. Chairman McKenzie seconded the motion and the motion was carried unanimously.

**4. Discussion on Site Plans.** Sec. 19-1302. – Applicability - The Building Official shall require that all applications for building permits for new buildings or expansion of any existing buildings in multifamily, commercial and industrial zoning districts be subject to Site Plan Review in accordance with these regulations.

a. 821 W 19th St. – Zac Lohr

Building Official Dinkel presented the application on behalf of Zac Lohr. He stated that Zac was unable to attend due to a family member's surgery; but, was available by phone if there were any questions. Building Official Dinkel stated that the applicant is wanting to build a shop for storage of materials. Applicant is an electrician and need to store his materials. Location is behind the Asam Hotel and directly east of the Black Hills Gas Company property. C-1 is the zoning designation for the property and all the properties south of 19<sup>th</sup> St. City Manager Brown reviewed the zoning map with the Commission.

Building Official Dinkel stated that the applicant may request to split the parcel eventually. The set of plans is the order set – not the actual building plans once it is approved for the building permit application. Building Official Dinkel stated that the lot is currently vacant. Building Official Dinkel reviewed his completed checklist with the Commission.

Commissioner Bonsall asked if there were any bathrooms or water to the building. Building Official Dinkel stated that there were none. Building would be used for storage. Commissioner McKenzie asked about engineered plans. Building Official Dinkel also stated that these plans were for estimates of materials. The plan set for building permit application would be engineered stamped plans.

Commissioner Bonsall moved, seconded by Chairman McKenzie to approve the site plan review for 821 W. 19<sup>th</sup> St. completed by the Building Official. Motion carried unanimously.

## **5. Review Current Comprehensive Plan Update October 2000 for the City of Goodland – Chapters 1 thru 3**

Chairman McKenzie stated that was started by the Planning Commission last year and since Wallace Hansen is new to the Commission we would review it again. City Manager Brown reviewed the first three chapters of the Comprehensive Plan with the Commissioners. City Manager Brown asked Commissioner Hansen if he had experience with this comprehensive plan when he was a member of the commission previously. Commissioner Hansen stated that the comprehensive plan was approved after he was on the commission.

The Commission reviewed the following parts of the current Comprehensive Plan; The Executive Summary, Chapter 1 – The Planning Process, Chapter 2 – Demographics and Chapter 3 – Issues.

City Manager Brown stated that the emphasis is that the comprehensive plan is a source of direction and guidance towards a desired end. It is not a static blueprint of future development. City Manager Brown also highlighted the difficulty in obtaining public input and how the plan in 2000 update tried to obtain the public input. In discussing the zoning ordinance, Brown reviewed the current set of districts and obstacles that come up with the limited number of zones. After reviewing the other items in Chapter 1, City Manager Brown asked the Commission what items stood out.

McKenzie stated that he bought a lot that was very narrow in town. It limits what can be put on that lot. The Commission discussed various types of housing and the obstacles for certain types of housing. Brown mentioned the minimum size of lot (7,500 s.f. was mentioned first – then corrected to 8,400 square feet). 5,000 square feet is often the minimum size lot for a number of communities. Brown stated that those type of decisions can be seen in the results of how the community was built. The Commissioners also discussed type of homes, setbacks and building line. Commissioner Hansen asked about easements. Brown covered different types of easements; but, stated that it is not part of the comprehensive plan.

Brown reviewed in depth Chapter 3 and specifically the public participation in the issue identification process. McKenzie stated that the difference in 2023 is how Northwest Tech has changed the dynamics in town. Commissioner Bonsall stated the programs are very fluid at Northwest Tech. McKenzie remarked on the key person interviews and the disparity in the description of the various issues. Finally, Brown reviewed the synthesis of results as written in the comprehensive plan update. McKenzie remarked on the issue of downtown vitality and how it has changed to the positive in 2023. Bonsall stated that our Main Street is significantly longer than other towns. Julica Oharah had mentioned that there are over 100 businesses on Main Street. Brown remarked on the labor pool and how it is still an important issue.

Commissioner Hansen asked what was the procedure to redo the Comprehensive Plan. McKenzie stated that it is a funding issue. Brown stated that it could cost a significant amount to hire a professional planning firm just like they hired Bucher, Willis & Ratliff for the 2000 Comprehensive Plan update. Brown reviewed that the planning commission could be involved

in the recommendation process / review process of the firms that respond to the request for proposal.

## **6. Reports**

### **A. Planning Commissioners**

Chairman McKenzie asked if Commissioners Bonsall and Hansen had anything to report. Commissioner Bonsall had nothing to report. Hansen had nothing to report. Chairman McKenzie asked if the meeting date could be reviewed. Brown stated that we had tried to set the 2<sup>nd</sup> Tuesday of the month. Commissioner Hansen stated that Tuesday or Wednesday would work. Since Wednesday is considered church night, it would be better to have Tuesday. After discussion, the Commission stated that the 2<sup>nd</sup> Tuesday would work except for next month when the 2<sup>nd</sup> Tuesday is during spring break for the schools.

### **B. Staff**

City Manager Brown and Building Official Dinkel had nothing to report.

## **7. Minutes**

### **a. January 10, 2023 Minutes**

Commissioner Bonsall moved, seconded by Chairman McKenzie, to approve the minutes as presented. Motion carried unanimously.

## **8. Adjournment**

Chairman McKenzie motioned to adjourn, seconded by Commissioner Hansen. Motion passed unanimously. The meeting was adjourned at 7:38 p.m.