city of south hutchinson
2 south main
south hutchinson, kansas 67505
620-663-7104

2/2/2026 @ 6:00 pm at city hall

A. CALL TO ORDER/ROLL CALL

Erin Cokeley____Mark Estes____Jim Chastain____Marge Bryant_____
Pam Crank____Kraig Blackwater____Chad Duvall____Mike Blackburn_____

B. Approval of Agenda (additions/deletions)

C. Approval of minutes for January 5th, 2026

Motion Second Vote

D. Public Hearings

No public hearings.

E. Action Items

No action items.

F. Discussion Items

1. 5-Year Capital Improvement Projects Plan

G. New Business

We will be reviewing the RFP submissions at the next meeting on March 2nd, 2026, for a recommendation of contract signature to the council. RFP submissions are due by February 24th, 2026.

H. ADJOURNMENT

Motion Second Vote

Next regularly scheduled March 2nd, 2026
Prepared by Paige Harman Administrative Assistant

CALL TO ORDER/ROLL CALL

The South Hutchinson Planning Commission met in regular session. The following members were present:

- Erin Cokeley
- Mark Estes
- Jim Chastain
- Kraig Blackwelder
- Pam Crank

Marge Bryant, Chad Duvall, and Mike Blackburn were not present.

APPROVAL OF AGENDA (ADDITIONS/DELETIONS)

No comments made.

APPROVAL OF MINUTES

Approval of minutes for December 1st, 2025

Commissioner Chastain moved, seconded by Commissioner Estes.

Vote: 5-0, Motion Carried

PUBLIC HEARINGS

No public Hearings.

ACTION ITEMS

No action items.

DISCUSSION ITEMS

Planning and Zoning Administrator:

- Administrative Assistant Paige Harman informed the commission that she is putting together a request for proposals (RFP). The reason behind this is to get a variety of proposals from planning companies on scope of work and cost to do the comprehensive plan. Looking to push out the RFP before the end of the month and select a company at the next meeting in February. The reason for requesting aid from a planning company on the comprehensive plan is that they can gather demographics of the area, aid with survey compilations, reporting, and maps or graphics. The city does plan to update the current zoning map prior to the competition of the comprehensive plan to aid in the creation of the future land use map. Harman gave a milestone schedule for the comprehensive plan:
    - March 2026: Project kickoff and introductions
    - April 2026: Data collection
    - May 2026: Community engagement and creation of surveys
        - City did just sign an agreement with Appegty to get an app and notification system so that we could push alerts and surveys through for the comprehensive plan. This app and notification system will change how the city communicates with the residents by being more transparent
    - June 2026: Survey Distribution
    - July 2026: Survey analysis reporting

- August 2026: Workshops for creating mission statements and defining goals/priorities
- September 2026: Scenario development and land use framework
- October 2026: Draft plan (part one) for the land use, housing, economic development, transportation, and open spaces
- November 2026: Draft plant (part two) for environmental, community character, implementation section, maps, and graphs
- December 2026: Internal review
- January 2027: Public review at a town hall meeting
- February 2027: Final plan presented to city council to adopt or not adopt the comprehensive plan

- **Commissioner Comments:**
  - Commissioner Estes asked what an RFP was and if the new comprehensive plan would replace what we have now.
  - Commissioner Chastain asked us to look at what other small municipalities are doing and add some of the qualities they have to our plan. Cities that we could look at are North Newton, Garden City, Holcomb, and Pittsburg. Chastain agreed with commissioner Crank that adding the survey to the water bill could increase participation.
  - Commissioner Crank noted that the proposed milestone schedule was well spaced and outlined well. She stated that adding the survey to the water bill could help increase participation.
  - Commissioner Cokeley made a statement about the changes of the demographics from when the current comprehensive plan was created to present day. She is interested to see how different it is.

NEW BUSINESS

No comments made.

ADJOURNMENT

Commissioner Estes moved, seconded by Commissioner Chastain and Blackwelder.
Vote: 5-0, Motion Carried.

Minutes Prepared By:
Paige Harman, Administrative Assistant