

MINUTES

MANHATTAN URBAN AREA PLANNING BOARD

City Commission Room, City Hall
1101 Poyntz Avenue

Monday, March 2, 2026

MEMBERS PRESENT

Hannah Fehr, chair
Debbie Nuss
Shelley Carver

Brad Buser, vice-chair
Ryan Wilson
Kelly Karl

MEMBERS ABSENT

Ann Christian

STAFF PRESENT

Rachel Sherck, Deputy City Attorney; Lance Wackerla, Planner II

1. CALL TO ORDER

- 1.1 The chair called the meeting to order at 6:00 p.m. Staff called roll and stated there was a quorum.
- 1.2 Open Public Comments.

There were none.

2. CONSENT AGENDA

- 2.1 Approve the minutes of the February 2, 2026 Manhattan Urban Area Planning Board meeting

Buser moved to approve the consent agenda; Carver seconded.

Motion passed 5–0–1 (Karl abstaining).

3. PUBLIC HEARINGS

- 3.1 A PUBLIC HEARING to consider the AMENDMENT to the K-State Credit Union Planned Unit Development, 1.18 acres, to allow for digital display signage and for the Final Development Plan to control signage. Located at 610 McCall Road. (applicant: LaRae Kraemer, Kansas State University Federal Credit Union; file no. PUD-26-008)

Wackerla gave the presentation and recommended approval.

Fehr asked if the 25-foot height for a pylon sign was standard. Wackerla said he recalled either 25-foot height or 30-foot height being standard.

Public hearing opened

The applicant, Sarah Davis, said the intent was to allow the credit union to have signage comparable to the surrounding properties. She said the monument sign was also in conflict with the establishing ordinance.

Public hearing closed

Buser asked what signage was currently allowed in the PUD. Wackerla said that the establishing ordinance allowed for the Final Development Plan to control signage but also restricted sign types to only pylons, wall, and temporary banners. He said the amendment to the ordinance would be written to allow for the Final Development Plan to control signage without any type restrictions.

**Wilson moved to recommend approval of the amendment; Karl seconded.
Motion passed 6–0.**

- 3.2 A PUBLIC HEARING to consider the REZONING of a 15.2-acre unplatted tract from Ag, agricultural district, to sf-1, single family residential. (applicant: Deam, file no: RCF-26-010)

Isaac presented the staff report. He stated the applicant wishes to build a house. He explained that the subject tract is landlocked but the applicant has access via a travel easement across an adjacent tract of land. He said the property needs to be rezoned as the proposed residence is not associated with an agricultural operation.

Staff recommended the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential), as it was determined to be in general conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations.

Isaac stated the Board of County Commissioners will hear the request on Monday, March 19th at 9:00 am in the County Commission chambers. He informed the Board that staff received an email from a neighbor of the applicant objecting to the rezoning.

Public hearing opened

Brett Deam, applicant, explained his land has been in his family for a long time and he was able to acquire it several years ago. He said the area had really become overgrown with cedars. He only plans for a single family dwelling.

Carver asked Deam if he owned the property with the travel easement.

He explained Frank and Linda Miller own the property and he has been working with them. He said they have given him approval for the improvements and allow electrical lines to be ran across their property.

Public hearing closed

Nuss moved to forward a recommendation of approval to the Board of Commissioners of Riley County to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential); Carver seconded.

Motion passed 6–0.

4. GENERAL AGENDA

- 4.1 A WORK SESSION to review certain text changes to the Driveway standards in the unincorporated area of Riley County, Kansas (*file no: RCF-26-005*)

Webb explained Riley County adopted Driveway Standards that went into effect January 2022. She said these regulations apply to new driveways and not to agricultural use or existing driveways.

Webb explained that, by definition, the driveway starts from the road right-of-way and extends to the principal structure. She said the standards define the driveway entrance separately. She said Riley County Public Works already does permits for road entrances and inspects that part of the driveway. She stated that the driveway standards require the county engineer to perform the final inspection to verify the driveway is constructed to the criteria listed in the standards. She said the standards outline what is required, including slope, depth and surface.

Webb explained that recently, planning staff, Public Works staff, Emergency Services staff, and the County Counselor met to discuss these standards. She said Public Works discussed staffing concerns and the necessary time available to conduct the inspections. Webb said unfortunately, the inspections are unpredictable. She said the group determined that the driveway standards are still important to public safety, ensuring emergency services can get access to the structure if needed. She said there are existing driveways and roads that do not meet current standards, making it challenging for emergency services.

She said Emergency Services staff stated they could review much of the required criteria, with the exception of slope and surface depth/materials. She said a suggestion was made that Emergency Services staff could perform the inspection and consult with Public Works should a situation warrant doing so. She said this is the only amendment being requested at this time. She explained that additional items were addressed during the discussion, such as the application of the standards to both new driveways and driveway extensions and the identification of certain circumstances under which existing driveways may be required to be brought into compliance with current standards.

Webb stated the BOCC didn't recommend going further at this time with the additional items but directed staff to amend the authority of the inspections.

Karl asked if the only inspection required was done at time of the Certificate of Occupancy or are there other inspections throughout the construction phase.

Webb explained that a site inspection is conducted after the application is received to verify setbacks requirements; the Certificate of Completion or Occupancy is the last inspection.

Karl stated in the driveway standards it mentions multiple inspections. He asked if staff goes to the site to verify the driveway met all the requirements.

Webb affirmed. She said it would be an onsite inspection to verify the driveway has been installed by the required standards.

Webb announced the amendments will go to public hearing in April for both planning boards and then onto the BOCC.

5. REPORTS AND COMMENTS

5.1 Planning updates from staff.

There were none.

5.2 Comments from Board members.

Nuss asked about a work session for the Acacia Fraternity that was held at the prior Historic Resources Board meeting given that both the Planning Board and City Commission had denied their rezoning request.

Wackerla said he did not know anything about their plans but that they had a work session before the Historic Resources Board on an item that would qualify as a major review to engage the Board and gain feedback. He said the fraternity would need to wait a year before being able to submit the same zoning request that was denied, but that they would be able to submit a zoning request for a different zoning district at any time.

Sherck added that the largest hurdle to the fraternity's plans would be the Historic Resources Board and that the work session was held to gain a sense of how the Board would react to the proposal.

5.3 Next meeting: Chair announced the next meeting is March 16, 2026

6. ADJOURNMENT

Meeting was adjourned at 6:36 p.m.

Submitted by Lance Wackerla, Planner II