

**CITY OF ANDOVER  
SITE PLAN REVIEW COMMITTEE  
June 7, 2016  
MINUTES**

The Site Plan Review Committee met for a regular meeting on Tuesday, June 7, 2016 at Andover City Hall located at 1609 E. Central Ave., Andover, Kansas. Dennis Bush called the meeting to order at 6:02 p.m. Members present were Brandon Wilson, Todd Woolsoncroft, Don Kimble, Nate Hinson and Phil White. Member Doug Allison arrived at 6:04 p.m.

Staff in attendance: Les Mangus, Director of Public Works and Community Development; Jennifer McCausland, Assistant City Administrator and Daynna DuFriend, Administrative Assistant.

**Review the minutes of the March 1, 2016 meeting.**

*Don Kimble made a motion, seconded by Todd Woolsoncroft, to approve the minutes of the March 1, 2016 meeting as presented. Motion carried 6/0/1. Nate Hinson abstained.*

**SP-2016-08- Review for site plan approval of Andover Quality Car Care, located at 313 W. Central Ave.**

Matt Cartwright, MJC Architecture and Kent Claassen, Andover Quality Car Care, applicant, were both present.

Mr. Cartwright explained the existing conditions of the building, the proposed renovation of the building and the building materials to be used. The existing standing seam metal roof will remain on the building. New eight-inch Dove gray metal panels using a hidden fastener will be used on the entire east and north building sides and a significant portion of the west building side with a Flint Hills Gray natural stone accent. A darker slate gray metal trim material will also be used. Low landscape plantings will be installed between the parking lot and sidewalk along the north side of the property.

Todd Woolsoncroft asked what would be done with the tires and barrels on site and if the property would be grandfathered in for current screening requirements.

Les Mangus stated that this commercial building predates the neighboring residential properties.

Don Kimble asked where the proposed tire storage would be, if there is an existing fence along the south side of the property and if the existing gravel paving would remain.

Mr. Claassen answered that the tires would be contained along the west side of the building in an enclosed structure. There is a metal and wood fence separating his property from the homes to the south. The gravel parking will remain in the south storage area.

Mr. Cartwright noted that mature Austrian pine trees and an existing fence of wood and decorative iron are in place along the south.

Phil White asked where water would drain to from the parking lot and what would be done to ensure that water does not sit in stored tires creating mosquito problems.

Mr. Claassen explained that water drains into a drain at the south end of the property and does not pool anywhere on site. Tires are currently picked up twice each year. They are planning to have these pickup times increased and will be kept under an awning to prevent water from getting into them.

Dennis Bush questioned what would be done with the existing pole sign.

Don Kimble expressed concern that the pole sign may limit parking lot accessibility and the trash cans setting out in the open as presented in the pictures.

Mr. Cartwright replied that the existing pole signage would be kept as it is. The existing vacuum islands near the pole sign will be removed and the concrete will be repaired. A minor amount of additional signage will be added at a later date. He noted that signage for one-way access may be needed to direct traffic through the parking lot.

Mr. Claassen said that the trash carts are going to be replaced with a dumpster.

Don Kimble replied that a dumpster would need to be screened.

Dennis Bush stated that straight access will be needed for the trash trucks and to check on guidelines for trash enclosures with the trash service. The design of the trash enclosure needs to be defined for the committee.

*Don Kimble made a motion, seconded by Dennis Bush to approve SP-2016-08 site plan as presented with the following conditions: 1. All tire storage to be screened., 2. All trash cans and barrels to be screened. Final design work to be approved with staff. Motion carried 7/0.*

Nate Hinson left the meeting at 6:33 p.m.

**Andover Unified Development Manual report from Foster Design Associates.**

David Foster and Bickley Foster, Foster Design Associates presented the report.

David Foster explained the development of the Unified Development Manual will be divided into three phases. Phase 1 for analysis and research is where they are at now in gathering information and creating an outline and flow chart to determine the next steps in developing the manual. All documents used in construction projects are being reviewed to be brought together into one usable document.

Following is the committee discussion.

Who are the people the Site Plan Committee interact with?

- Architects
- Property owners
- Some concerned citizens

What are some of the bigger issues discussed?

- Varies with each project
- With recent changes to criteria makes the process easier for developers
- The committee works with developers/applicants

Do you feel the regulations are overdone?

- Committee was more subjective in the beginning, new prescriptive guidelines are better

Are there any additional items that need to be included in the guidelines?

- Committee needs to be ready for the future highway expansion and the developers coming with it, i.e.: access roads
- Digital signage regulations

Should a pre-submittal review meeting be required?

- Helps streamline the process for the applicant
- Could cut down on time needed to complete process

How early could this be done?

- As soon as possible
- Only meeting once-a-month is sometimes a challenge to meet deadlines
- Note in front of manual recommending an informal meeting with staff prior to submittal

What are some things that can be done to change the perception of the Site Plan Committee?

- A lot of the problems resulted from prior committee processes

What could be done with illustrations that would provide a message to the applicant?

- Could be difficult with variety of applicants
- Look at what other cities have

Are there any changes needed to Site Plan criteria?

- Thresholds for committee review are too low
- Need clear definition on when committee review is needed
- Aesthetic control is the goal of the committee

**Member items-**

Dennis Bush suggested more to be done in maintaining entries into the City.

**Adjourn**

*Dennis Bush made a motion to adjourn. Chairman Allison seconded the motion. Motion carried 7/0.*

*Chairman Allison adjourned the meeting at 8:10 p.m.*

Respectfully Submitted by

Daynna DuFriend  
Administrative Assistant

Approved this 6<sup>th</sup> day of September, 2016 by the Site Plan Review Committee, City of Andover.