



PLANNING & ZONING
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**PLANNING COMMISSION
& BOARD OF ZONING APPEALS MINUTES**
OCTOBER 19, 2021 | 7:00pm
ANDOVER CITY HALL | 1609 E. CENTRAL AVE.

1. CALL TO ORDER

Chairperson Erik Pedersen called the meeting to order at 7:03 pm.

2. ROLL CALL

Commissioners in attendance: Chairperson Erik Pedersen, Secretary Gary Israel, Tim Hendricks, and Vance Garwood. Members Kirsten Barnes and Marla Canfield were absent. Staff in attendance: Lance Onstott, Assistant City Administrator, Les Mangus, Director of Community Development, Justin Constantino, Assistant Director of Community Development, Daniel Schapaugh, Parks & Recreation Department Manager, and Andy Saville, Assist Fire Chief. A/V services provided by WAV Services.

3. APPROVAL OF THE MINUTES OF THE AUGUST 17, 2021 MEETING

Gary Israel made a motion to approve the minutes of the August 17, 2021 meeting as presented. Motion seconded by Erik Pedersen. Tim Hendricks abstained. Motion carried 3/0/1.

4. COMMUNICATIONS

A. COMMITTEE & STAFF REPORT

None.

B. POTENTIAL RESIDENTIAL DEVELOPMENT REPORT

Mr. Mangus stated that new single-family home permits have decreased approximately 15-20% year-to-date.

Mr. Israel stated that he noticed a lot of construction activity at the Shadow Rock subdivision.

5. AGENDA

Gary Israel made a motion to recess the Planning Commission and convene the Board of Zoning Appeals. Motion seconded by Erik Pedersen. Motion carried 4/0.

**5.1 BZA-CU-2021-01 -CONDITIONAL USE EXTENSION FOR A DRIVE-THROUGH WINDOW
AT ANDOVER WINE & SPIRITS ON THE PROPERTY GENERALLY LOCATED AT 429 N.
ANDOVER ROAD, ANDOVER, KANSAS**

Mr. Constantino stated that the BZA approved a conditional use for a drive-through facility at Andover Wine & Spirits approximately six months ago. Mr. Constantino stated that the tenant has not yet constructed the drive-through feature on the building and the property owner has requested an additional 180-day extension to the existing conditional use permit.

Mr. Pedersen asked if there were any red flags with the property or if the applicant just hasn't gotten around to the drive-through installation yet. Mr. Constantino stated that there were no red flags and that it was still the applicant's intent to complete the drive-through.

Mr. Israel asked if the applicant was not granted an extension, would the applicant have to go through the entire conditional use process again. Mr. Constantino said yes.

Mr. Pedersen asked if the BZA was limited by the number of extensions that could be granted. Mr. Constantino stated that the BZA could continue granting extensions and that the BZA had the ability to modify the extension length and that the extension did not necessarily have to be for 180 days. Mr. Mangus stated that 180 days is the maximum extension time.

Vance Garwood made a motion that the Chairperson be authorized to sign a Resolution granting the conditional use extension not to exceed 180 days for BZA-CU-2021-01. Motion seconded by Gary Israel. Motion carried 4/0.

Gary Israel made a motion to adjourn the Board of Zoning Appeals and reconvene the Planning Commission. Motion seconded by Erik Pedersen. Motion carried 4/0.

5.2 ANDOVER PARKS & RECREATION PLAYBOOK 2030 UPDATE

Daniel Schapaugh of Parks & Recreation presented the approved Parks & Recreation Playbook 2030 Master Plan. Mr. Schapaugh stated that City of Andover staff engaged with consultant Landworks Studio beginning in late 2020 to develop the next 10-year master plan. Mr. Schapaugh discussed several aspects of the plan, including the community engagement process and responses to the community survey, the City's park system inventory, and details of the strategic action plan.

Mr. Garwood asked if staff was surprised by the community survey results. Mr. Schapaugh stated that there was less emphasis on team sports and greater requests for natural spaces and trails.

Mr. Pedersen asked if 13th Street Park was going to have the same footprint. Mr. Schapaugh said that the outer property boundary of 13th Street Sports Park will remain the same but amenities will be added and adjusted to better fit the footprint.

Mr. Israel asked if staff continues to receive citizen input regarding the plan even after passage. Mr. Schapaugh said that the official commenting period has ended but staff regularly fields questions regarding parks and amenities due to the sales tax initiative being on the November ballot. Mr. Schapaugh said that there will be additional citizen engagement periods when dealing with specific park projects if the sales tax initiative is passed, particularly the community center project.

Mr. Israel asked what would happen if the sales tax initiative doesn't pass and whether or not it would impact the construction of just the fire station, the parks projects, or both. Mr. Onstott stated that the two projects are tied together, so if the sales tax initiative fails, then both projects would not happen. Mr. Schapaugh added that serious aspects of the master parks plan would have to be re-evaluated if the sales tax initiative is not passed.

Mr. Onstott stated that the purpose of long-range plans such as the Parks and Recreation Playbook 2030 is for the plans to be utilized by the Community Development staff to reflect the principles and priorities that the community desires and to provide comprehensive recommendations to the Planning Commission and other boards and committees.

5.3 COMPREHENSIVE PLAN REQUEST FOR PROPOSALS UPDATE

Mr. Constantino stated that the Comprehensive Plan defines the general location, character, extent, and relationship of future land uses within the City of Andover and the greater planning area and that the plan addresses public policies relating to infrastructure, transportation, housing diversity, and urban design.

Mr. Constantino stated that the Comprehensive Plan is developed by a qualified consultant firm with significant input from citizens, advisory boards, staff, and elected officials with a primary focus on public

participation, and that the final plan is adopted by the Planning Commission and approved by the Governing Body.

Mr. Constantino stated that the City has historically used a 10-year planning horizon and the current Comprehensive Plan is set to expire in December 2023. Mr. Constantino stated that a selection committee consisting of at least two planning commissioners will be established to discuss the submittals and select a qualified consultant, and requested that any interested commissioners reach out to him so that he can forward their interest to the Mayor.

Mr. Pedersen asked if the consulting firm that assisted with the Comprehensive Plan 10 years ago was still in business and if they would potentially submit a proposal. Mr. Constantino stated that he believes the consulting firm is still in business and that it is staff's intent to receive as many proposals as possible.

Mr. Israel asked how close the City is to realizing the goals laid out in the current 10-year Comprehensive Plan. Mr. Mangus stated the City has a successful history of implementing Comprehensive Plans. Mr. Mangus stated that projections pertaining to projects, roads, and infrastructure very closely reflect the contents of the existing Comprehensive Plan.

5.4 FAMILY FUTURE FORWARD SALES TAX UPDATE

Mr. Onstott stated that the question on the ballot regarding the sales tax initiative will include the construction of a second fire station south US 54/400, a remodel of the existing fire station, and a park amenity at the new fire station totaling approximately \$6.7 million, with the remaining \$10.25 million dedicated to park improvements at 13th Street Sports Park. Mr. Onstott stated that a comprehensive analysis was conducted by the Andover Fire Department in 2017 that showed that services were stressed due to substantial growth of the City, resulting in an implementation strategy recommending the projects included within the sales tax initiative. Mr. Onstott stated that the initiative will be a one cent temporary sales tax that will last no longer than eight years. Mr. Onstott stated that the Governing Body will have the ability to sunset the sales tax early if the revenue is collected prior to the end of the eight-year timeline.

Mr. Israel asked about the current response time to fires and emergencies. Mr. Saville stated that four minutes is the desired goal within the city limits 90% of the time, but it is difficult and often unsafe to cross US 54/400. Mr. Israel asked if our fire department is ever called to assist in other communities. Mr. Saville said the department is frequently called to neighboring communities such as Rose Hill, Benton, Augusta, and west to Sedgwick County and that they often use the services of our neighboring communities as well.

Mr. Israel stated that he toured the existing fire station years ago and that there is a real need to alleviate the close quarters conditions. Mr. Saville stated that the close quarters was especially difficult when attempting to maintain distance during the height of the COVID pandemic.

Mr. Garwood asked if the response from the public has been positive in regards to the sales tax. Mr. Saville stated that the general reception has been positive and that several individuals toured the station recently to see the existing conditions.

Mr. Pedersen asked if the general feeling amongst staff is that the word is getting out appropriately regarding the sales tax initiative. Mr. Onstott stated that staff has a fairly extensive communications plan including mailings, a presence at Greater Andover Days, the City website, and Channel 7.

6. MEMBER ITEMS

None.

7. ADJOURN

Gary Israel made a motion to adjourn the meeting. Motion seconded by Vance Garwood. Motion carried 4/0. The meeting was adjourned at 8:19 pm.

Respectfully submitted by:

Justin Constantino, AICP
Assistant Director of Community Development

Approved on the 16th day of November 2021 by the City of Andover Planning Commission.